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Office of the Chief Financial Officer
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webTA 5.0 Employee



PUBLICATION CATEGORY
T&A Processing

PROCEDURE MANUAL
webTA 5.0 Employee



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Latest Update Information

Section	Description of Change
webTA 5.0 Employee	This is the first issuance of the webTA 5.0 Employee procedure manual.



Accessibility for Users of Assistive Technology with webTA

The National Finance Center (NFC) is committed to providing applications that comply with Federal accessibility laws and standards.

Navigation within Frames

Online help utilizes embedded frames. To navigate between embedded frames:

1. Select **Help**. The browser opens. By default, the focus is in the content pane.
2. Press the **Tab** key to move the focus to the Related Topics (if any).
3. Press the **Enter** key to open a related topic link.

OR

Press the **Tab** key to move the focus to the Table of Contents.

4. Press the **Enter** key to open a different help topic link.

Navigation with Keyboard Shortcuts/Commands

- To move forward from link to link or to interactive elements, press the **Tab** key.
- To move backward from link to link or to interactive elements, press the **Shift + Tab** keys.
- To select hyperlinks, press the **Enter** key.
- To select buttons, press the **Enter** key.
- To navigate and select radio buttons, press the **up** and **down arrow** keys.
- To select and deselect check boxes, press the **spacebar**.
- To navigate and select dates from the Calendar picker, use the following options:
 - To move to the day to the left, press **Control (Ctrl) + left arrow**.
 - To move to the day to the right, press **Ctrl + right arrow**.
 - To move to the row above, press **Ctrl + up arrow**.
 - To move to the row below, press **Ctrl + down arrow**.
 - To change the month, press the **page up** or **page down** key.
- To navigate and select options from combination boxes, use the following options:
 - To view all options, press the **spacebar**.
 - To move through options, press the **up** and **down arrow** keys.



- To select an option, press the **Enter** key.
- To navigate and select options from a selection box, press the **up** and **down arrow** keys.
- To navigate and select options from the Role selection box, use the following options:
 - To view all options, press the **Enter** key.
 - To move through the options, press the **Tab** key.
 - To select an option, press the **Enter** key.
- To navigate and select options from the Transaction Code selection box on the Timesheet pages, use the following options:
 - To move through the options, press the **up** and **down arrow** keys.
 - To select an option, press the **Enter** key.
 - To clear current options, press the **Backspace** key once, then type the search criteria.
- To insert a daily comment on a Timesheet page, press **Shift + R**.
- To display and place the focus on Skip Link, press **Alt + P**.

Contact Information for Users of Assistive Technology

If you experience an issue due to accessibility as defined by the United States Access Board, please contact your Agency Servicing Personnel Office for assistance. Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Department/Agency/Bureau Contact, Contact Type 04, should contact the NFC Contact Center at **1-855-NFC-4GOV (1-855-632-4468)** or via the customer service portal. When contacting the applicable person, please include all information regarding the function that you are trying to use within the application.



Typographical Conventions

Convention	Example
References to a button are indicated by Courier New font and in bold.	Select the Save button.
References to email addresses are indicated in italics.	For additional assistance, send email to <i>jane.doe@usda.gov</i> .
References to menu options are indicated in italics and in bold.	To print the Earnings and Leave (E&L) Statement, select <i>File > Print</i> .
References to system messages are indicated by Courier New font and are italicized.	The message <i>Changes have been made. Save changes?</i> is displayed.
References to valid values are indicated by Courier New font and are italicized.	Valid values are <i>None</i> , <i>End</i> , or <i>Start</i> .
References to actual data are indicated by Courier New font.	Enter 10 into the field.
References to telephone numbers are indicated in bold.	For assistance, call 1-800-555-1212 .



Feedback

You can provide feedback to NFC from within the Web version of the manual. Select the **Send Us Feedback** button on any page within the manual. A popup will appear for you to add comments. Your response generates an email that automatically identifies your exact location in the document so that we can better address your comments and/or questions.



Overview

webTA is a Web-based Time and Attendance (T&A) report application specially designed to meet the T&A reporting requirements for Federal Departments or Agencies and their employees. The application can be securely accessed with an Internet browser, allowing users the flexibility to enter T&A data from anywhere they have an Internet connection. Transaction Code (TC) and leave type tables are used to enter data in webTA. Once approved, the timesheets are picked up on scheduled build files and transmitted to NFC for processing. Once received, these T&A files are edited using the Time and Attendance Validation System (TIME) job.

Employee profile information is brought into webTA via a Payroll/Personnel System (PPS) daily feed from NFC. This information is retrieved from PPS after the Personnel Input and Edit System's (PINE) and the Personnel Update System's (PEPL) run each evening. This daily file updates all accessions and separations. New employee records should be added via this PPS daily feed. Only in special circumstances should an employee be added directly into webTA. This eliminates errors and maintains consistency between webTA and PPS. At the end of the pay period, additional information is updated after the Bi-Weekly Examination Analysis and Reporting System's (BEAR) run is complete.

webTA allows for both the timekeeper and/or the employee to enter and submit T&A data on a daily basis throughout the pay period.

webTA is used to:

- Maintain a personal information record for each employee at a specific T&A contact point. This record contains employee-related information needed for T&A reporting.
- Gather data entered for the purpose of recording attendance and leave, and for calculating employee wages each pay period.
- Enter T&A data at any time during the pay period.
- Record daily time.
- Allow for the timekeeper to enter and submit an employee's timesheet if the employee is not available.
- Establish a default schedule for an employee so that only absences from work or changes in the tour of duty must be entered.
- Enter scheduled leave in advance.
- Record cost accounting.
- Select transaction and accounting codes from drop-down lists.
- Maintain accounting tables at the Agency level.
- Enter corrected/split/final timesheets.



- Perform certain edits to determine if the data is correct.
- Provide T&A related reports.

Timesheets are processed through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on an error list, and timesheets in question are placed in an error suspense file. Timesheet errors are corrected by NFC and are again processed through TIME. After timesheets pass all edits and are validated, the database is updated for subsequent payment processing.

Timely submission of timesheets is necessary because of the impact on the employee's pay. Timesheets should be completed on the last day of the pay period and processed as soon as possible. Timesheets should be transmitted to NFC no later than close of business the Tuesday following the last day of the pay period.

This section includes the following topics:

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Related Systems and Applications

webTA information is displayed and/or interfaces with the systems and/or applications described below.

Adjustment Processing System (ADJP). ADJP provides automatic handling of a variety of payroll adjustments. This system processes adjustments due to corrected T&As and late personnel actions effective up to 1 prior year.

Bi-Weekly Examination Analysis and Reporting System (BEAR). BEAR analyzes payroll and personnel transactions that occurred during the processing of each pay period. BEAR generates a multitude of end-of-pay-period report notifications and generates certain personnel actions.

Employee Personal Page (EPP). EPP is used by employees to view payroll, leave, travel, health insurance, life insurance, and other personal information. It also displays news items from the Agency or NFC. EPP further allows employees to link to other sites, such as Thrift Savings Plan (TSP), Combined Federal Campaign (CFC) Give Back, etc. The Self-Service option of EPP is used to change an employee's residence address, Federal and State tax withholding, financial allotments, and direct deposit information. EPP is available on the Application Launchpad of the NFC Home page.

EmpowHR. EmpowHR is a Human Capital Management system that is an integrated suite of commercial and Government applications that can be leveraged to automate common administrative tasks associated with human resource management and reduce internal operational



costs using industry best practices. EmpowHR is available on the Application Launchpad of the NFC Home page.

Financial Management Modernization Initiative (FMMI). FMMI is an advanced, Web-based core financial management application that complies with Federal accounting and systems standards. FMMI provides a daily feed to webTA to update accounting codes. FMMI is available on the Application Launchpad of the NFC Home page.

FOCUS Reporting System (FOCUS). FOCUS is used to provide Agency offices with ad hoc reporting capabilities on an "as-needed" basis.

Information/Research Inquiry System (IRIS). IRIS is a menu-driven system used for inquiry access to an employee's current personnel data and certain historical payroll data as a result of transactions processed in PPS.

Insight. Insight is a comprehensive, enterprise-wide data warehouse with advanced reporting and business intelligence capabilities. Insight provides customers integrated data and flexible analytics to drive strategic business decisions. Insight is available on the Application Launchpad of the NFC Home page.

Management Account Structure Codes System (MASC). MASC is an online system that provides users with direct system access to add, replace, delete, and query table data. MASC is composed of tables and accounting documents that contain support information for edits, references, reports, and identifiers used in application programs. This support information ensures that NFC maintains a high degree of data integrity and validity. It is important that MASC contains up-to-date and accurate data. The accounting codes entered in webTA are edited against MASC.

Payroll Computation System (PAYE). PAYE is the heart of the integrated PPS. It performs the complicated computation routines required to produce net salary data for disbursement and transmission to Treasury. In addition to creating disbursement data, PAYE also creates accounting records that are processed and reported through the Payroll Accounting System (PACS).

Payroll/Personnel Inquiry System (PINQ). PINQ is used as a tool for researching payroll-related inquiries received from employees and other sources. PINQ provides immediate access to at least 25 pay periods of current payroll data. Data entered in webTA is displayed in PINQ after it passes the TIME edits.

Personnel Input and Edit System (PINE). PINE is a subsystem of PPS. PINE edits data released from Payroll/Personnel entry systems, payroll documents, and position data. PINE edits the data before it is applied to the Payroll/Personnel database, comparing the employee's database record to the data being entered. PINE processes personnel actions and payroll documents Monday through Friday of each week and on the first Saturday of the pay period, regardless of the effective pay period. After the data is released to PEPL, it is retrieved during the pay period, and the information is displayed in IRIS.



Personnel Update System (PEPL). PEPL performs the update function of the personnel areas of the database. All documents passing validation through PINE are processed through PEPL for transmission to the database. The data is retrieved during the pay period from PEPL and displayed in IRIS. PEPL also produces a log of all transactions applied to the database, as well as utilization and management reports.

Position Management System Online (PMSO). PMSO is a real-time online database system of PPS. PMSO allows Agencies to add, change, inactivate, reactivate, and delete/restore position data for immediate update to the PMSO database. PMSO also provides Agencies' report generation and online inquiry capabilities for PMSO data and allows for complete control and management of position data.

Report Generator System (CULPRPT). CULPRPT is an online reporting system used to generate formatted payroll and personnel-related reports. CULPRPT reports are used to alert Agency staff to missing T&As or personnel documents, discrepancies in leave balances, and failure of TIME edits.

Reporting Center (RPCT). RPCT is a Web-based reporting application offering Administrative, Financial, Personnel, Workforce, and Security reports. RPCT is available on the Application Launchpad of the NFC Home page.

Table Management System (TMGT). TMGT is a menu-driven database management system that provides direct access to table records containing selected data elements from the payroll/personnel, financial, and administrative systems. TMGT allows authorized users to view and update records, request reports, and view documentation data for various tables used in application programs. All TCs used in webTA are from TMGT Table 032, Transaction Codes.

Time & Attendance Validation System (TIME). The initial processing of timesheets is accomplished through TIME, which reads, collects, edits, audits, and validates the data for payment. All errors encountered are reflected on RPCT's T&A Error Analysis Report and the timesheet in question is placed in an error suspense file. The timesheet is corrected at NFC and is processed through TIME again. After the timesheet passes all edits and is validated, the information is updated on the database for subsequent payment processing.

Time Inquiry - Leave Update System (TINQ). TINQ is an online leave entry and correction system used to update leave information that is incorrect and cannot be corrected by submission of corrected timesheets. It is also used to transfer leave for employees participating in the Voluntary Leave Transfer Program (VLTP) and the Voluntary Leave Bank Program (VLBP), or the Emergency Leave Transfer Program (ELTP).

Reference Material

Additional information regarding timekeeping and T&A processing may be found in the Time and Attendance Instructions (TNAINST) and the TIME Edit Messages procedures. To view these procedures, select **HR and Payroll Clients** from the **MyNFC** drop-down menu on the



NFC Home page. At the HR and Payroll Clients page, select the **Publications** tab and select the T&A Processing category to access these procedures.



Getting Started

webTA may be accessed from any computer or mobile device with an Internet connection. This allows users to complete T&A transactions from any location.

This section includes the following topics:

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Logging In

Users may log in to webTA via:


- User ID and password
- eAuthentication (user ID and password)
- eAuthentication (Personal Identity Verification (PIV) or Common Access Card (CAC))

To Log In Using a User ID and Password:

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** link. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

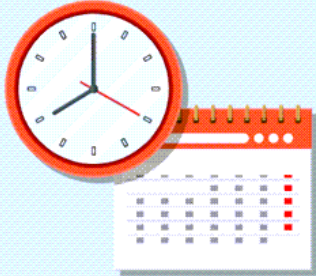
DocumentationRelease NotesTraining

National Finance Center

webTA: Time and Attendance Application

Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.


*Email Address




Choose a Sign in Option

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

Need Assistance?



Need assistance with accessibility?
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).



Have questions about your timesheet or leave balance?
Contact your Personnel Office or your Timekeeper.

[NFC Web Site](#)[Accessibility](#)[Privacy Policy](#)[Information Quality](#)[USDA](#)[USA.gov](#)[Whitehouse.gov](#)

Figure 1: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

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----- WARNING -----

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk* are required.

* User ID:

* Password:

Log In

[Forgot User ID?](#) [Forgot Password?](#)

Figure 2: webTA Log In Page

5. Complete the following fields:

User ID (see "*User ID Field Instruction - webTA*" on page 143)

Password (see "*Password Field Instruction - webTA*" on page 135)

6. Select the **Log In** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication With PIV/CAC:

1. Connect to the *NFC Home page* (<http://www.nfc.usda.gov>).
2. Select the **Applications** link. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.

The screenshot shows the webTA landing page. At the top left is the WEBTA logo. To the right are links for Documentation, Release Notes, and Training. The main header area has the text 'National Finance Center' followed by 'webTA: Time and Attendance Application' in large bold letters. Below this is a subscription prompt: 'Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.' This is followed by an email input field and a 'Subscribe' button. To the right of the text is an illustration of a clock and a calendar. Below the main header is a 'Choose a Sign in Option' section with a paragraph of instructions and five buttons: 'Sign into webTA 4.2 for USDA', 'Sign into webTA 5.0 for SBA', 'Sign into webTA 3.8 for DHS', 'Sign into webTA 3.8 for DOJ', and 'Sign into webTA 3.8 for Non-USDA'. Below this is a 'Need Assistance?' section with two icons and corresponding text: one for accessibility assistance and another for timesheet/leave balance questions. At the bottom is a footer bar with links: 'NFC Web Site', 'Accessibility', 'Privacy Policy', 'Information Quality', 'USDA', 'USA.gov', and 'Whitehouse.gov'.

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webTA: Time and Attendance Application

Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.

*Email Address

Subscribe

Choose a Sign in Option

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

Sign into webTA 4.2 for USDA


Sign into webTA 5.0 for SBA


Sign into webTA 3.8 for DHS

Sign into webTA 3.8 for DOJ

Sign into webTA 3.8 for Non-USDA

Need Assistance?

 Need assistance with accessibility?
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).

 Have questions about your timesheet or leave balance?
Contact your Personnel Office or your Timekeeper.

NFC Web Site Accessibility Privacy Policy Information Quality USDA USA.gov Whitehouse.gov

Figure 3: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

WEBTA™ Version 5.0

-----WARNING-----

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Click here to login via eAuth](#)

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk* are required.

* User ID:

* Password:

[Log In](#)

[Forgot Password?](#)

Figure 4: eAuthentication Log In Page



5. Select the **Click here to login via eAuth** link. The eAuthentication login page is displayed.

Figure 5: eAuthentication Log In Page

Note: At this point, you may have to select your Agency if you have not previously saved this information.

6. Select the **Log In with PIV/CAC** button. The Windows Security Select a Certificate page is displayed.
7. Select the **OK** button. The applicable Windows Security Smart Card popup will appear.

Note: Prior to selecting the **OK** button, ensure that the credential information displayed on the Certificate page is correct. If not, select the **More choices** option, select the correct credentials, then select the **OK** button.


8. Enter your PIN.
9. Select the **OK** button. The webTA Main Menu page is displayed.

To Log In Using eAuthentication With a User ID and Password:

1. Connect to the **NFC Home page** (<http://www.nfc.usda.gov>).
2. Select the **Applications** tab. The Application Launchpad is displayed.



3. Select the **webTA** icon. The webTA Time and Attendance Application landing page is displayed.



[Documentation](#) [Release Notes](#) [Training](#)

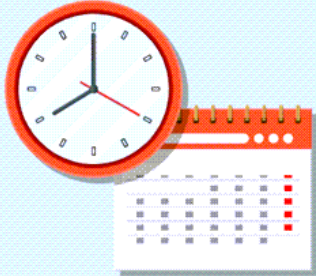
National Finance Center

webTA: Time and Attendance Application

Want to receive updates on what's relevant to webTA? Enter your email address below and get timely notifications on when maintenance occurs, updates to the application, and more.

*Email Address

Subscribe



Choose a Sign in Option

Please choose from one of the sign in options below. If you are unsure of which option you should choose, please contact your Personnel Office or Timekeeper.

Sign into webTA 4.2 for USDA


Sign into webTA 5.0 for SBA

Sign into webTA 3.8 for DHS


Sign into webTA 3.8 for DOJ

Sign into webTA 3.8 for Non-USDA

Need Assistance?



Need assistance with accessibility?
Please see our help sections for [webTA 4.2 Accessibility](#) or [webTA 3.8 Accessibility](#).



Have questions about your timesheet or leave balance?
Contact your Personnel Office or your Timekeeper.

[NFC Web Site](#) [Accessibility](#) [Privacy Policy](#) [Information Quality](#) [USDA](#) [USA.gov](#) [Whitehouse.gov](#)

Figure 6: webTA Landing Page



4. Select the applicable webTA sign in option. The webTA login page is displayed.

WEBTA™ Version 5.0

-----WARNING-----

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- * You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- * Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- * Your consent is final and irrevocable.

You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system. For further information see the Department order on Use and Monitoring of Department Computers and Computer Systems.

[Click here to login via eAuth](#)

For assistance with accessing this application, Authorized Agency Contacts (AACs) listed in Table Management System (TMGT) Table 063, Contact Type 04, should call the NFC Contact Center at 855-632-4468. If you are not an AAC please contact your Agency Servicing Personnel Office for assistance.

Items marked with an asterisk* are required.

* User ID:

* Password:

[Forgot Password?](#)

Figure 7: eAuthentication Log In Page



5. Select the **Click here to login via eAuth** link. The eAuthentication login page is displayed.

Figure 8: eAuthentication Log In Page

6. Complete the following Log In with Password fields:
User ID (see "*User ID Field Instruction*" on page 143)
Password (see "*Password Field Instruction*" on page 135)
7. Select the **Log In with Password** button. The webTA Main Menu page is displayed.

Logging Out

To exit webTA, select the **Log Out** link from any page.

Inbox

Inbox is available on the Employee Main Menu to read system-generated messages, as well as messages from timekeepers and supervisors. The number of unread messages in the Inbox is displayed in parentheses.



The **Send Message To Timekeeper** and the **Send Message To Supervisor** options are used by the employee to send messages. For more information on these options, see **Sending Messages** (on page 49).

Note: Employees are encouraged to check their Inbox regularly.

To View Messages in the Inbox:

1. Select the **Inbox** link on the Employee Main Menu page. The Inbox - Messages page is displayed.

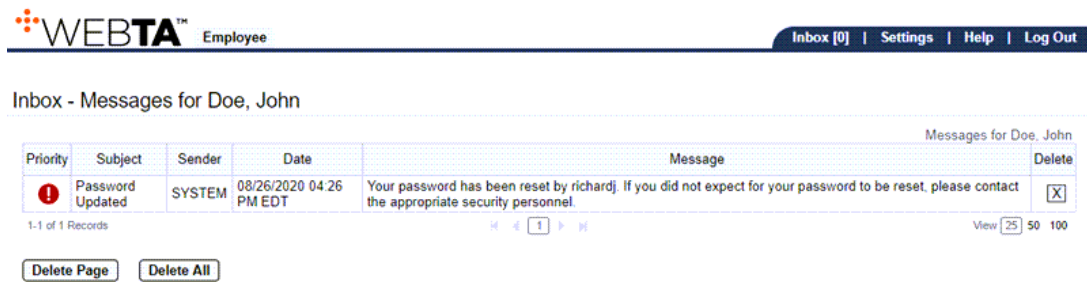


Figure 9: Inbox - Messages Page

2. View the message(s) on the page.

Note: Messages marked with an exclamation point (!) indicate a high-priority message.

At this point, the following options are available:

Step	Description
Select the X in the Delete column	Deletes the individual message
Select the Delete Page button	Deletes the entire page of messages
Select the Delete All button	Delete all messages in the Inbox
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Sorting Lists

Some webTA pages have lists in a table format. Most of these lists can be sorted by selecting the arrow.



Note: Sorting a column sorts the entire table by row, not just the items in the column.

To Sort a List:

1. Select the header of the column to enable the arrow.

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

COP Events

▼ Employee	⌄ User ID	⌄ Injury Number	⌄ Date Of Injury	⌄ COP Status	⌄ Return to Work Date	COP Used to Date	Organization
DOE, JOHN	DOEJ	0801	08/01/2017	Terminated	08/31/2017	30 Days	OCFO
DOE, JOHN	DOEJ	0802	01/02/2018	Terminated	01/10/2018	6 Days	OCFO
DOE, JOHN	DOEJ	0807	05/16/2018	Active	06/18/2018	0 Days	OCFO

1-3 of 3 Records View [25] [50] [100]

Figure 10: Example of a Page with Sorting Lists

2. Select the arrow to point down to sort the list in descending order.

OR

Select the arrow to point up to sort the list in ascending order.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Help

Help is available on all pages in webTA. Help pages contain a sidebar menu and a search feature. There is also a print feature available.



To Access Help:

1. Select the **Help** link on any page in webTA. A Help page is displayed.

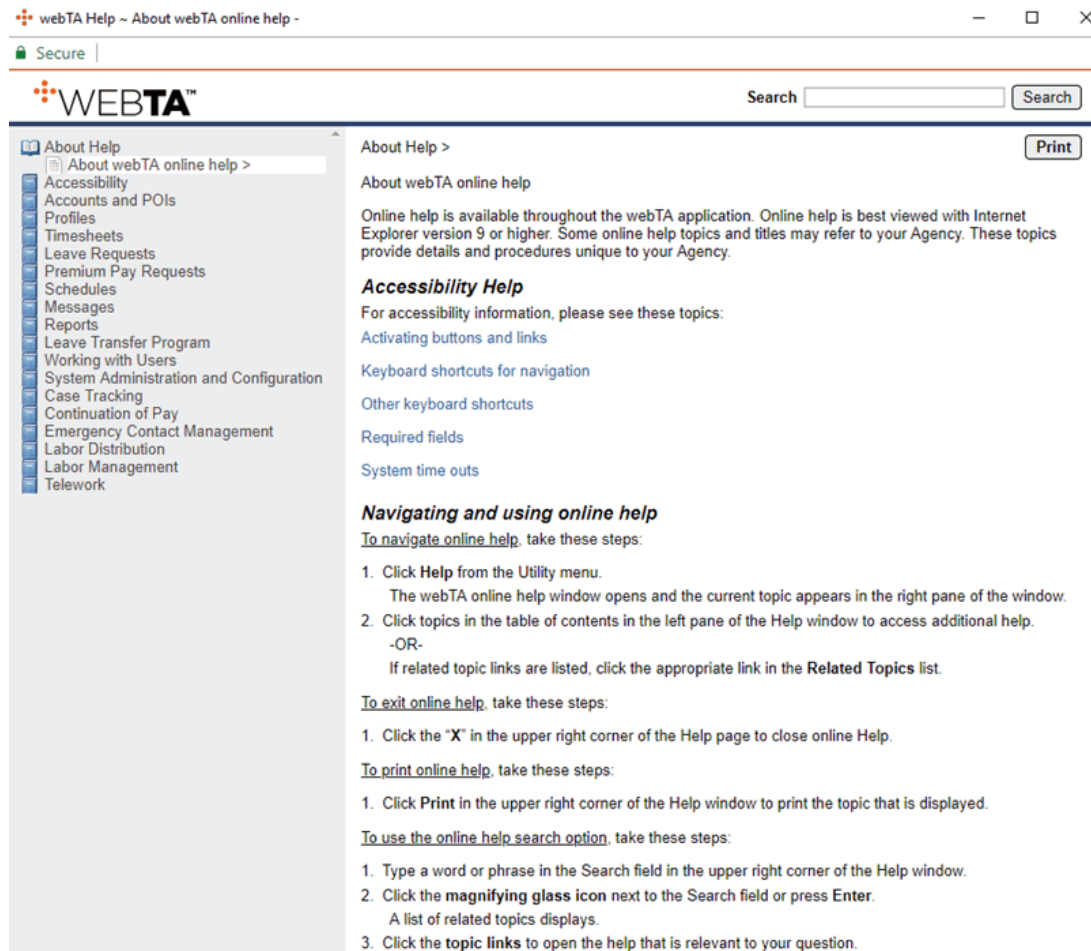


Figure 11: Example of a Help Page

2. Select the applicable topic from the sidebar menu.

OR

Enter search criteria in the Search field and select the **Search** button.

At this point, you may select the **X** to close the Help page and return to the previous page.




Employee

Using webTA, an employee can:

- Enter timesheet data.
- View a summary of current pay period timesheet information.
- Submit leave and premium pay requests.
- Submit a telework agreement.
- Submit intermittent (situational) telework requests.
- View continuation of pay (COP) events.
- View certified timesheets.
- Select accounting codes.
- Assign descriptions to accounting codes.
- Generate leave audit reports.
- Send messages to supervisors and/or timekeepers.
- Maintain schedules.
- Manage emergency contact information.
- Donate leave.



All employee functions are accessed from the Employee Main Menu, which is displayed upon logging into webTA.

 **Employee**

Inbox [1] | Settings | Help | Log Out

Employee Main Menu

Time	Messages
Timesheet	Send Message To Timekeeper
Timesheet Summary	Send Message To Supervisor
Processed Timesheets	
Leave Requests	Intermediate Approvals
Premium Pay Requests	Review Leave Requests
Leave Balances	Review Premium Pay Requests
Schedule	
Default Schedule	Accounting
	Accounts
Reports	Leave Transfer Program
Reports	Leave Donations
Telework	Emergency Contacts
Telework Requests	My Contacts
Telework Agreements	
Continuation of Pay (COP)	
COP Events	

Figure 12: Employee Main Menu Page



Settings

The Settings link opens the Employee Profile page and a sidebar menu of other options. For more information on your employee profile, see *Employee Profile* (on page 29).

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Save

Figure 13: Employee Profile Page

Other pages that are available from the Employee Profile page include:

- Licenses — Displays which webTA licenses the employee is authorized to use. For more information, see *Licenses* (on page 30).
- Calendars — Displays which calendar(s) are assigned to the employee. For more information, see *Calendars* (on page 32).
- Locator Info — Displays contact work information for employees. For more information, see *Locator Info* (on page 34).
- Manage Roles — Displays the employee's assigned roles. For more information, see *Roles* (on page 36).
- Timesheet Details — Displays the employee's Timesheet Details. For more information, see *Timesheet Details* (on page 38).
- Timesheet Profile — Displays the employee's Timesheet Profile. For more information, see *Timesheet Profile* (on page 41).



- FMLA/FMLA Military — Displays the employee's Family and Medical Leave Act (FMLA)/FMLA Military information, if applicable. For more information, see ***FMLA/FMLA Military*** (on page 43).
- Disabled Veteran Leave — Displays the employee's Disabled Veteran Leave information, if applicable. For more information, see ***Disabled Veteran Leave*** (on page 45).
- Telework — Displays the employee's telework status. For more information, see ***Telework*** (on page 47).

For more information see:

Employee Profile	29
Licenses	30
Calendars	32
Locator Info.....	34
Roles.....	36
Timesheet Details	38
Timesheet Profile	41
FMLA/FMLA Military	43
Disabled Veteran Leave	45
Telework.....	47



Employee Profile

The Employee Profile page contains the employee's personal information. While most fields on this page are updated by PPS feeds, some may be updated by timekeepers and master timekeepers.

To view your Employee Profile page, select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Save

Figure 14: Employee Profile Page

The following fields are displayed:

No Time Tracking (see "**No Time Tracking Field Instruction**" on page 134)

User ID (see "**User ID Field Description**" on page 143)

First Name (see "**First Name Field Description**" on page 133)

Middle Name (see "**Middle Name Field Description**" on page 134)



Last Name (see "**Last Name Field Description**" on page 133)

SSN (see "**SSN Field Description**" on page 138)

Employee ID (see "**Employee ID Field Description**" on page 131)

Active (see "**Active Field Description**" on page 128)

Supervisor (see "**Supervisor Field Description**" on page 141)

Organization (see "**Organization Field Description (Required)**" on page 135)

E-Mail Address (see "**E-Mail Address Field Description**" on page 131)

Timezone (see "**Timezone Field Instruction**" on page 142)

Start Page (see "**Start Page Field Instruction**" on page 139)

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Licenses

The Licenses page is read-only and displays which webTA licenses the employee may use. The licenses approved for use will determine the employee's main menu options.

To View the Licenses Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Save

Figure 15: Employee Profile Page

2. Select the **Licenses** link from the sidebar menu. The Licenses page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Licenses » Doe, John

Settings
Licenses »
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

License
<input checked="" type="checkbox"/> webTA
<input checked="" type="checkbox"/> webTA Advanced Scheduling
<input checked="" type="checkbox"/> webTA Continuation of Pay
<input checked="" type="checkbox"/> webTA Emergency Contacts Management
<input checked="" type="checkbox"/> webTA NFC Bi-Directional Interface
<input checked="" type="checkbox"/> webTA Telework

Figure 16: Licenses Page

The following fields are displayed:

webTA (see "**webTA Field Description**" on page 144)



webTA Advanced Scheduling (see "**webTA Advanced Scheduling Field Description**" on page 143)

webTA Continuation of Pay (see "**webTA Continuation of Pay Field Description**" on page 143)

webTA Emergency Contacts Management (see "**webTA Emergency Contacts Management Field Description**" on page 144)

webTA NFC Bi-Directional Interface (see "**webTA NFC Bi-Directional Interface Field Description**" on page 144)

webTA Telework (see "**webTA Telework Field Description**" on page 144)

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Calendars

The Calendars page is read-only and displays holiday calendars assigned to the employee. If selected, these holidays are automatically populated to the employee's timesheet.

To View the Calendars Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Save

Figure 17: Employee Profile Page

2. Select the **Calendars** link from the sidebar menu. The Calendars page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Calendars » DOE, JOHN

Settings
Licenses
Calendars »
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Calendar	Calendar Type
US Federal Holiday Calendar	Holiday Calendar

Figure 18: Calendars Page

The following fields are displayed:

Calendar (see "**Calendar Field Description**" on page 130)



Calendar Type (see "***Calendar Type Field Description***" on page 130)

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Locator Info


The Locator Info page allows Agencies to maintain contact information for the employee and may be edited by the employee.

To View and/or Edit Your Locator Info:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

 **WEBTA™** Employee

Inbox [0] | [Settings](#) | [Help](#) | [Log Out](#)

Employee Profile » Doe, John

[Settings »](#)
[Licenses](#)
[Calendars](#)
[Locator Info](#)

● ● ● ● ● ● ● ●

[Roles](#)
[Timesheet Details](#)
[Timesheet Profile](#)
[FMLA/FMLA Military](#)
[Disabled Veteran Leave](#)
[Telework](#)

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID:

Current Password:

Password:

Retype Password:

First Name:

Middle Name:

Last Name:

SSN:

Employee ID:

Active: ☒

Essential: ☐

Supervisor:

Organization:

*** E-Mail Address:**

Timezone: ▼

Start Page: ▼

Figure 19: Employee Profile Page



2. Select the **Locator Info** link from the sidebar menu. The Locator Info page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Locator Info » DOE, JOHN

Settings
Licenses
Calendars
Locator Info »
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Address 1: 13800 Old Gentilly Road
Address 2:
City: New Orleans
State: Louisiana
Zip code: 70161
Country: United States
Building: 101
Mailstop: 10
Room:
APO:
Phone: 555-555-5555
Extension:
Cell:
Pager:
Fax:

Save

Figure 20: Locator Info Page

3. Complete applicable fields.
4. Select the **Save** button. A message is displayed that the changes were successfully saved.

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Roles


The Role Assignments page is read-only and displays the roles assigned to the employee.

To View the Role Assignment Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

 **Employee**

Inbox [0] | [Settings](#) | [Help](#) | [Log Out](#)

Employee Profile » Doe, John

[Settings »](#)
[Licenses](#)
[Calendars](#)
[Locator Info](#)

● ● ● ● ● ● ● ●

[Roles](#)
[Timesheet Details](#)
[Timesheet Profile](#)
[FMLA/FMLA Military](#)
[Disabled Veteran Leave](#)
[Telework](#)

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID:

Current Password:

Password:

Retype Password:

First Name:

Middle Name:

Last Name:

SSN:

Employee ID:

Active: ☒

Essential: ☐

Supervisor:

Organization:

*** E-Mail Address:**

Timezone: ▼

Start Page: ▼

Figure 21: Employee Profile Page



2. Select the **Roles** link from the sidebar menu. The Role Assignments page is displayed listing the roles assigned to the employee.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Role Assignments » DOE, JOHN

Settings
Licenses
Calendars
Locator Info
.....
Roles »
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Role	Properties
<input checked="" type="checkbox"/> Employee	<input type="checkbox"/> Disable Auto Spend Deferred LTP
<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Local Corrections
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Approve Own Leave Request <input type="checkbox"/> Approve Own Premium Pay Request <input type="checkbox"/> Approve Own Schedule Requests <input type="checkbox"/> Approve Own Telework Request <input type="checkbox"/> Self Certify
<input type="checkbox"/> Master Timekeeper	<input type="checkbox"/> Editable <input type="checkbox"/> Local Corrections
<input type="checkbox"/> Master Supervisor	<input type="checkbox"/> Approve Own Schedule Requests <input type="checkbox"/> Approve Own Telework Request
<input type="checkbox"/> HR Administrator	<input type="checkbox"/> LTP Menu On <input type="checkbox"/> Org Tree Menu On
<input type="checkbox"/> Administrator	--
<input type="checkbox"/> COP Administrator	--
<input type="checkbox"/> ECM Administrator	--
<input type="checkbox"/> Telework Coordinator	--
<input type="checkbox"/> Telework Managing Officer	--

Figure 22: Role Assignments Page

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Timesheet Details


The Timesheet Details page is read-only and displays information about the employee's timesheet.

To View the Timesheet Details Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

 **WEBTA™** Employee

Inbox [0] | [Settings](#) | [Help](#) | [Log Out](#)

Employee Profile » Doe, John

[Settings »](#)
[Licenses](#)
[Calendars](#)
[Locator Info](#)

● ● ● ● ● ● ● ●

[Roles](#)
[Timesheet Details](#)
[Timesheet Profile](#)
[FMLA/FMLA Military](#)
[Disabled Veteran Leave](#)
[Telework](#)

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID:

Current Password:

Password:

Retype Password:

First Name:

Middle Name:

Last Name:

SSN:

Employee ID:

Active: ☒

Essential: ☐

Supervisor:

Organization:

*** E-Mail Address:**

Timezone: ▼

Start Page: ▼

Figure 23: Employee Profile Page



2. Select the **Timesheet Details** link from the sidebar menu. The Timesheet Details page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Timesheet Details » DOE, JOHN

Settings
Licenses
Calendars
Locator Info
Roles
Timesheet Details »
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

Timesheet Details

Retain Data Type: None

Start Pay Period for Timesheet: 17 - 2020 - Aug 16, 2020 - Aug 29, 2020

Timesheet Entry Type: Hours

Approvers

Timekeeper: DOE, THOMAS - DOET
* Supervisor: DOE, JANE - DOEJA

Default Intermediate Approvers

Leave Request:
Premium Pay Request:

Figure 24: Timesheet Details Page

The following fields are displayed:

Retain Data Type (see "**Retain Data Type Field Description**" on page 137)

Start Pay Period for Timesheet (see "**Start Pay Period for Timesheet Field Description**" on page 139)

Timesheet Entry Type (see "**Timesheet Entry Type Field Description**" on page 142)

Timekeeper (see "**Timekeeper Field Description**" on page 141)

Supervisor (see "**Supervisor Field Description**" on page 141)

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Timesheet Profile

The Timesheet Profile page is read-only and displays information about the employee's timesheet each pay period. The information on the Timesheet Profile page is updated daily from the PPS interface.

To View the Timesheet Profile Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

The screenshot shows the 'Employee Profile' page for 'Doe, John'. The page has a header with the 'WEBTA' logo and a navigation bar with links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. A sidebar on the left lists various settings options: 'Settings' (selected), 'Licenses', 'Calendars', 'Locator Info', 'Roles', 'Timesheet Details', 'Timesheet Profile', 'FMLA/FMLA Military', 'Disabled Veteran Leave', and 'Telework'. The main content area displays the employee's profile information, including fields for 'User ID' (jdoe), 'Current Password', 'Password', 'Retype Password', 'First Name' (John), 'Middle Name', 'Last Name' (Doe), 'SSN' (***-**-4444), 'Employee ID', 'Active' (checked), 'Essential' (unchecked), 'Supervisor' (Doe, Jane - jadoe), 'Organization' (OCFO), '* E-Mail Address' (jdoe@work.com), 'Timezone' (GMT -5:00 Eastern Time (US & Canada), Bogota, Lima), and 'Start Page' (Highest Role Menu). A 'Save' button is located at the bottom of the form.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima ▼

Start Page: Highest Role Menu ▼

Save

Figure 25: Employee Profile Page



2. Select the **Timesheet Profile** link from the sidebar menu. The Timesheet Profile page is displayed.

WEBTA™

Employee

Inbox [0] | Settings | Help | Log Out

Timesheet Profile » DOE, JOHN

Settings

Licenses

Calendars

Locator Info

.....

Roles

Timesheet Details

Timesheet Profile »

FMLA/FMLA Military

Disabled Veteran Leave

Telework

Items marked with an asterisk* are required.

Pay Period: 18 - 2020 : Aug 30, 2020-Sep 12, 2020

Status Change

Status Change Type: None

Status Change Day: None

Status

Oath of Office: No

Final Report: No

On Hold: No

Pay Details

Payplan: GS General Schedule

Tour of duty: Full Time

Duty Hours: 80

Work Week: Mon-Fri

Alternative Work Schedule: Regular 8-hour Days

Overtime/Standby

RSO / Salary Cap: None

Standby Hours Week 1:

Standby Hours Week 2:

Standby AUO Percent:

Leave

Service Computation Date: Jan 24, 2014

Leave Category Override: Default (Based on SCD) (6 hours per pay period)

Leave Ceiling Override: (240.00 hours per year)

VLTP Recipient: No

ELTP Recipient: No

Home Leave Computation Date:

Home Leave Category: None

Home Leave End Date:

Military Regular Leave Flag: No

Military Emergency Leave Flag: No

Accounting

Accounting Type: Manual Account Entry

Pay Provider - NFC

Agency: NFC

State Code: Louisiana

Town: 1690

Unit: 56

Timekeeper: 56

New Contact Point: No

Figure 26: Timesheet Profile Page

42



At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

FMLA/FMLA Military

The FMLA/FMLA Military page is read-only and displays the employee's FMLA/FMLA Military information, if applicable. Timekeepers and master timekeepers can manually add new FMLA events and delete manually-added FMLA events. Manually adding an FMLA event bypasses the leave request form process. FMLA may be invoked once every 12 months. When the expiration date is reached, the FMLA and FMLA Military tracking leave balances are automatically set to zero.

To View the FMLA/FMLA Military Information Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Save

Figure 27: Employee Profile Page

2. Select the **FMLA/FMLA Military** link from the sidebar menu. The FMLA/FMLA Military page is displayed.

WEBTA™ Employee

Inbox [12] | Settings | Help | Log Out

FMLA/FMLA Military » DOE, JOHN

Settings
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military »
Disabled Veteran Leave
Telework

FMLA and FMLA Military

FMLA Invocations

Leave Type	Start Date	Expiration Date
FMLA	August 2, 2020	August 1, 2021

1-1 of 1 Records View 25 50 100

Figure 28: FMLA/FMLA Military Page

At this point, the following options are available:



Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Disabled Veteran Leave

The Wounded Warriors Federal Leave Act of 2015 mandates that any new Federal employee (hired on or after November 5, 2016) who is a Veteran with a service-connected disability rated at 30 percent or more be granted immediate access to 104 hours of Disabled Veteran Leave. This leave may only be used within a continuous 12-month period beginning on the first day of employment/reemployment and may not exceed 104 hours; however, some employees with an uncommon tour of duty may exceed 104 hours.

Part-time, non-seasonal, and full-time seasonal employees' leave will be prorated based on each employee's tour of duty. Any Disabled Veteran Leave credited to an employee that is not used during the first 12 months of employment and/or reemployment shall be forfeited.

If the employee is reinstated after a break in service, or transferred and has a sick leave credit balance when they are hired, the amount of Disabled Veteran Leave will be reduced by the amount of sick leave that the employee has available on the first day of the reemployment.

The Disabled Veteran Leave page is read-only and displays the employee's Disabled Veteran Leave information, if applicable.

Note: Select the **Leave Balances** link from the Time menu on the Employee Main Menu page to check your Disabled Veteran Leave balance.

To View the Disabled Veteran Leave Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.



Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

[Settings »](#)
[Licenses](#)
[Calendars](#)
[Locator Info](#)
[Roles](#)
[Timesheet Details](#)
[Timesheet Profile](#)
[FMLA/FMLA Military](#)
[Disabled Veteran Leave](#)
[Telework](#)

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

*** E-Mail Address:** jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Figure 29: Employee Profile Page

2. Select the **Disabled Veteran Leave** link from the sidebar menu. The Disabled Veteran Leave page is displayed.

WEBTA™ Employee Inbox [12] | Settings | Help | Log Out

Disabled Veteran Leave » DOE, JOHN

[Settings](#)
[Licenses](#)
[Calendars](#)
[Locator Info](#)
[Roles](#)
[Timesheet Details](#)
[Timesheet Profile](#)
[FMLA/FMLA Military](#)
[Disabled Veteran Leave »](#)
[Telework](#)

Disabled Veteran Leave

Start Date: July 12, 2020

End Date: January 2, 2021

Figure 30: Disabled Veteran Leave Page

At this point, the following options are available:



Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Telework

The Telework page is read-only and displays the employee's telework information. This information is populated from the information entered through the Telework section of the Employee Main Menu page and is also displayed on the Telework tab of the employee's timesheet. For more information on telework, see **Telework** (on page 89).

To View the Telework Information Page:

1. Select the **Settings** link on the Employee Main Menu page. The Employee Profile page is displayed.

Note: You can access the **Licenses**, **Calendars**, **Locator Info**, **Roles**, **Timesheet Details**, **Timesheet Profile**, **FMLA/FMLA Military**, **Disabled Veteran Leave**, and **Telework** options from the Employee Profile page.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Profile » Doe, John

Settings »
Licenses
Calendars
Locator Info
Roles
Timesheet Details
Timesheet Profile
FMLA/FMLA Military
Disabled Veteran Leave
Telework

Items marked with an asterisk* are required.

No Time Tracking: ☐

User ID: jdoe

Current Password:

Password:

Retype Password:

First Name: John

Middle Name:

Last Name: Doe

SSN: ***-**-4444

Employee ID:

Active: ☒

Essential: ☐

Supervisor: Doe, Jane - jadoe

Organization: OCFO

* E-Mail Address: jdoe@work.com

Timezone: GMT -5:00 Eastern Time (US & Canada), Bogota, Lima

Start Page: Highest Role Menu

Figure 31: Employee Profile Page



2. Select the **Telework** link from the sidebar menu. The Telework page is displayed.

The screenshot shows the webTA Employee interface. At the top, there's a header with the webTA logo and 'Employee' text, and a navigation bar with links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the header, the page title is 'Telework » DOE, JOHN'. On the left is a sidebar menu with links: 'Settings', 'Licenses', 'Calendars', 'Locator Info', 'Roles', 'Timesheet Details', 'Timesheet Profile', 'FMLA/FMLA Military', 'Disabled Veteran Leave', and 'Telework »' (which is highlighted with orange dots). The main content area is titled 'Telework Status' and contains the following options: 'Telework Eligible: ☐', 'Telework Agreement' section with 'Telework Ready: ☒', 'Regular/Routine: ☒', and 'Situational/Ad Hoc: ☐'. Below these are 'Agreement Status: Approved', 'Agreement Start: 11/22/2019', 'Agreement Expires: 11/20/2020', and 'Do Not Delete Expired Agreements: ☐'. A vertical scrollbar is visible on the right side of the main content area.

Figure 32: Telework Page

At this point, the following options are available:

Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Sending Messages

Employees may send messages to their timekeeper or supervisor from within webTA.

To Send a Message:

1. Select either the **Send Message To Timekeeper** or **Send Message To Supervisor** from the Messages section on the Employee Main Menu page. The applicable Send Message page is displayed.

WEBTA™ Employee

Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Send Message To Timekeeper

Items marked with an asterisk* are required.

Recipients: DOE, THOMAS
Sender: DOE, JOHN

* Subject: ☐ High Priority !

* Body:

Figure 33: Send Message to Timekeeper Page

2. Complete the following fields:
Subject (see "**Subject Field Instruction (Required)**" on page 140)
Body (see "**Body Field Instruction (Required)**" on page 129)
3. Select the **Send Message** button. A confirmation message is displayed, and the message is routed to the appropriate webTA Inbox.

At this point, the following options are available:

Step	Description
------	-------------



Step	Description
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Timesheet Data

The following sections are displayed on your timesheet:

- work time
- leave
- dollar transactions

At the end of the pay period, after all information is entered on your timesheet, you must validate your timesheet. This should always be done by close of business on Tuesday following the end of a pay period.

This section includes the following topics:

Entering Work Time and Accounting on Your Timesheet.....	51
Entering Dollar Transactions and Accounting on Your Timesheet.....	55
Validating Your Timesheet.....	58

Entering Work Time and Accounting on Your Timesheet

The Work Time section of the Timesheet page has daily time entry fields for each week in a pay period. Daily work time totals are displayed in the Work Time Total row.

Note: The Leave Time section of the timesheet is populated when leave requests are approved.



To Enter Work Time and Accounting on Your Timesheet:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
+ Work Time Total																		
Leave Time																		
+ Leave Time Total																		
Daily Total																		
Dollar Transactions																		
+ Daily Total																		

Schedule Totals Remarks (0) Leave Balances Telework

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26
Action Remarks:													

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 34: Timesheet Page

2. Select the + (plus sign) in the Work Time Total row of the Work Time section. The Transaction field is populated with the first transaction in the drop-down list and the Account field is populated with **Select Account**.
3. Select the transaction link to change the transaction. The Select values for this entry... popup appears.

Select values for this entry...

61 - Annual Leave

Select Leave Time Transaction

Figure 35: Select values for this entry... Popup

4. Select the applicable transaction code from the drop-down list.



5. Select the **Select Work Time Transaction** button to save the transaction and return to the Timesheet page.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2 Total
Work Time																	
X 101 - Regular Base Pay Select Account																	
Work Time Total																	
Leave Time																	
Leave Time Total																	
Daily Total																	
Dollar Transactions																	
Daily Total																	

Schedule **Totals** **Remarks (0)** **Leave Balances** **Telework**

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 36: Timesheet Page - Transaction Added

6. Select the **Select Account** link. The Accounting popup appears displaying accounting codes that have been added for the employee's use.

Accounting X

Account Search

Account Search	Number of Results	Action
<input type="text"/>	100	Search Clear

Select Account

Account	Description	Select
XXXXXXXXXX	webTA Testing	Select
XXXXXXXXXX	webTA Documentation	Select
XXXXXXXXXX	webTA	Select
XXXXXXXXXX	Paid Leave	Select

Clear Selection Cancel

Figure 37: Accounting Popup



7. Select the **Select** button for the applicable accounting code. The accounting code is populated in the Account field.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S

Timesheet Type: Regular
Status: Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2 Total
Work Time																	
<input checked="" type="checkbox"/> 01 - Regular Base PayXXXXXXXX(webTA)																	
<input type="button" value="+"/>	Work Time Total																
Leave Time																	
<input type="button" value="+"/>	Leave Time Total																
	Daily Total																
Dollar Transactions																	
<input type="button" value="+"/>	Daily Total																

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26
----------	---------	---------	---------	----------	---------	----------	----------	---------	---------	---------	----------	---------	----------

Action Remarks:

Characters Remaining: 255

Figure 38: Timesheet Page - Accounting Added

8. Enter the hours and minutes worked in the appropriate fields using hours and minutes separated by a colon (HH:mm) or hours and minutes separated by a decimal (HH.mm).

Note: Select the + (plus sign) in the Work Time Total row of the Work Time section to add another row.

9. Select the **Save** button to save the timesheet. The Work Time Total field is populated, and the message *Timesheet saved* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Entering Dollar Transactions and Accounting on Your Timesheet

The Dollar Transactions section of the Timesheet page is used for reimbursing employees for costs incurred from work-related expenses such as commuter transportation, parking, magazine or journal subscriptions, etc. Daily totals are displayed in the Daily Total field.

To Enter Dollar Transactions and Accounting on Your Timesheet:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: DOE, JOHN

Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S

Select Pay Period

Timesheet Type: Regular

Status: Unvalidated

Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
+ Work Time Total																		
Leave Time																		
+ Leave Time Total																		
Daily Total																		
Dollar Transactions																		
+ Daily Total																		

Schedule Totals Remarks (0) Leave Balances Telework

Su 09/13 M 09/14 T 09/15 W 09/16 Th 09/17 F 09/18 Sa 09/19 Su 09/20 M 09/21 T 09/22 W 09/23 Th 09/24 F 09/25 Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 39: Timesheet Page

2. Select the + (plus sign) in the Daily Total row of the Dollar Transactions section. The transaction field is populated with the first transaction in the drop-down list and the Account field is populated with **Select Account**.
3. Select the transaction link to change the transaction. The Select values for this entry... popup appears.

Select values for this entry...

17 - Parking

Select Dollar Transaction

Figure 40: Select values for this entry... Popup

4. Select the applicable transaction from the drop-down list.



5. Select the **Select Dollar Transaction** button to save the transaction and return to the Timesheet page.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period Timesheet Type: Regular
Status: Unvalidated

Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2 Total
Work Time																	
+ Work Time Total																	
Leave Time																	
+ Leave Time Total																	
Daily Total																	
Dollar Transactions																	
X 17 - Parking Select Account																	
+ Daily Total																	

Schedule Totals Remarks (0) Leave Balances Telework

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26
Action Remarks: <input type="text"/>													
Characters Remaining: 255													
Save Validate Delete Timesheet Remove All Entries Cancel													

Figure 41: Timesheet Page - Dollar Transaction

6. Select the **Select Account** link. The Accounting popup appears.

Accounting ×

Account Search Number of Results Action

100 Search Clear

Select Account

Account	Description	Select
XXXXXXXXXX	webTA Testing	Select
XXXXXXXXXX	webTA Documentation	Select
XXXXXXXXXX	webTA	Select
XXXXXXXXXX	Paid Leave	Select

Clear Selection Cancel

Figure 42: Accounting Popup



7. Select the **Select** button for the applicable accounting. The accounting is populated in the Account field.

WEBTA™ Employee Inbox [60] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period Timesheet Type: Regular Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2 Total
Work Time																	
+ Work Time Total																	
Leave Time																	
+ Leave Time Total																	
Daily Total																	
Dollar Transactions																	
X 17 - Parking	XXXXXXXXXXXX webTA				10.00												
+ Daily Total																	

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 43: Timesheet Page - Dollar Transaction Accounting

8. Enter the dollar amount in dollars and cents in the applicable day field.

Note: You must enter a decimal.

WEBTA™ Employee Inbox [60] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period Timesheet Type: Regular Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2 Total
Work Time																	
+ Work Time Total																	
Leave Time																	
+ Leave Time Total																	
Daily Total																	
Dollar Transactions																	
X 17 - Parking	XXXXXXXXXXXX webTA				10.00												
+ Daily Total																	

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 44: Timesheet Page - Dollar Transaction Added



- Select the **Save** button to save the timesheet. The message *Timesheet saved* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Dollar Transaction Requests - Current page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Validating Your Timesheet

Timesheets should be validated and transmitted to NFC by close of business on Tuesday following the end of the pay period.

To Validate Your Timesheet:

- Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S

Timesheet Type: Regular
Status: Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
X 01 - Regular Base Pay XXXXXXXX (webTA)			8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00
Work Time Total			8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00
Leave Time																		
Leave Time Total																		
Daily Total			8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00
Dollar Transactions																		
Daily Total																		

Schedule Totals Remarks (0) Leave Balances Telework

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 45: Timesheet Page - Validating

- Verify that all sections are complete.



3. Select the **Validate** button. If there are no errors, the message *Timesheet validated successfully* is displayed and the timesheet status is changed to **Validated**.

Note: If there are any errors on your timesheet, they will be displayed. You must resolve all errors before a timesheet may be validated.

Note: If there are any warnings on your timesheet, they will be displayed. You should resolve warnings; however, a timesheet may still be validated with warnings.

The screenshot shows the WEBTA Employee interface. At the top, there's a navigation bar with 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below it, the 'Employee Main Menu >' link is visible. The main heading is 'Timesheet'. A progress bar at the top right shows four stages: 'Unvalidated', 'Validated' (which is highlighted with an orange dot), 'Certified', and 'Sent'. Below the heading, a message box states 'Timesheet validated successfully'. The user information shows 'Employee: DOE, JOHN' and 'Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * VE'. There's a 'Select Pay Period' button. The 'Timesheet Type' is 'Regular' and the 'Status' is 'Validated'. The main table displays 'Hourly Timesheet' data for two weeks (Wk1 and Wk2). The table has columns for days of the week (Sun to Sat) and a 'Total' column. The 'Work Time' section shows a total of 40.00 hours for both weeks. The 'Leave Time' section shows a total of 40.00 hours for both weeks. The 'Dollar Transactions' section shows a 'Daily Total' of 40.00. At the bottom, there's a 'Schedule' table with columns for days of the week and dates. Below the schedule, there's an 'Action Remarks' text area with a character count of 255. At the very bottom, there are four buttons: 'Save', 'Delete Timesheet', 'Remove All Entries', and 'Cancel'.

Figure 46: Timesheet Page - Validated

At this point, the following options are available:

Step	Description
Select the Save button	Saves any changes you have made
Select the Delete Timesheet button	Deletes the timesheet after you accept a confirmation message
Select the Remove All Entries button	Removes all entries after you accept a confirmation message
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page



Step	Description
Select Log Out	Logs you out of webTA



Remarks

webTA allows the use of two types of remarks: daily and pay period. Daily remarks are added to specific time entries and are entered in the Daily Remarks field. The remark is then indicated by a triangle displayed in the corner of the time entry cell. Pay period remarks are entered in the Pay Period Remarks field which is accessed via the Remarks tab on the Timesheet page.

Note: The Action Remarks field on the Timesheet page is used to make notes pertaining to the action being taken on the timesheet at the time it is done. These remarks are displayed in the Activity Log section of the timesheet.

This section includes the following topics:

Daily Remarks	61
Pay Period Remarks	66

Daily Remarks

Daily remarks apply to a specific time entry. A triangle is displayed in the time entry to indicate that there is a remark for that specific entry. Daily remarks display as Timesheet Entry Remarks in the Pay Period Remarks section of the Timesheet Summary page.



To Add a Daily Remark:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period
Timesheet Type: Regular
Status: Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
Work Time Total																		
Leave Time																		
Leave Time Total																		
Daily Total																		
Dollar Transactions																		
Daily Total																		

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 47: Timesheet Page

2. Select the time entry to which you want to add a remark.



3. Double-click or select **Shift + R**. A triangle appears in the time entry cell to indicate that a remark has been added. The Remarks tab opens, and a new row is displayed. The row populates with the date of the time entry, the type of entry, the user name, user ID, the current date and time, and the user's role.

The screenshot shows the WEBTA Employee interface. At the top, there's a navigation bar with 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below this is the 'Timesheet' section for employee 'DOE, JOHN'. The 'Pay Period' is set to '19 - 2020 Sep 13, 2020-Sep 26, 2020 * S'. The 'Timesheet Type' is 'Regular' and 'Status' is 'Unvalidated'. The main table shows a weekly grid from Sunday 9/13 to Saturday 9/26. The 'Work Time' section shows a total of 01:00:00:00 for the week. The 'Leave Time' and 'Dollar Transactions' sections are also visible. The 'Remarks' tab is active, showing a table with columns: Add, Date, Entry, Name, UserID, Date/Time, Role, Daily Remark, and Delete. A new row has been added with the following data: Add (+), Mon 9/14, 01 - Regular Base Pay XXXXXXXX (webTA), DOE, JOHN - doe, 09/23/2020 11:10:56 AM CDT, Employee. Below the table is an 'Action Remarks' field with a character count of 255. At the bottom, there are buttons for 'Save', 'Validate', 'Delete Timesheet', 'Remove All Entries', and 'Cancel'.

Figure 48: Timesheet Page - Daily Remark

OR

Select the **Remarks** tab and select the + (plus sign) in the Add column. A new row is displayed. The row populates with the user name, user ID, the current date and time, and the user's role. Select the date from the date drop-down list.



Note: A triangle will appear in the time entry cell to indicate that a remark has been added after the remark is saved.

Figure 49: Timesheet Page - Adding Daily Remark

4. Enter the remark in the Daily Remark field.
5. Select the **Save** button. The message *Timesheet saved* is displayed, and the Remarks tab displays the number of daily remarks entered.

At this point, the following options are available:

Step	Description
Select the Save button	Saves any changes you have made
Select the Delete Timesheet button	Deletes the timesheet after you accept a confirmation message
Select the Remove All Entries button	Removes all entries after you accept a confirmation message
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



To Delete a Daily Remark:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: DCE JOHN
Pay Period: 19 - 2020 Sep 13, 2020-Sep 26, 2020 * S

Timesheet Type: Regular
Status: Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
[X] 01 - Regular Base Pay	XXXXXXXXXX (webTA)		8.00					8.00										8.00
Work Time Total			8.00					8.00										8.00
Leave Time																		
Leave Time Total			8.00					8.00										8.00
Daily Total			8.00					8.00										8.00
Dollar Transactions																		
Daily Total																		

Action Remarks:

Characters Remaining: 255

Figure 50: Timesheet Page

2. Select the **Remarks** tab. The Remarks section is displayed on the timesheet.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: DCE JOHN
Pay Period: 19 - 2020 Sep 13, 2020-Sep 26, 2020 * S

Timesheet Type: Regular
Status: Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
[X] 01 - Regular Base Pay	XXXXXXXXXX (webTA)		8.00					8.00										8.00
Work Time Total			8.00					8.00										8.00
Leave Time																		
Leave Time Total			8.00					8.00										8.00
Daily Total			8.00					8.00										8.00
Dollar Transactions																		
Daily Total																		

Pay Period Remarks

Timesheet Entry Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete
[+]	Mon 9/14		DOE JOHN - doe, 09/23/2020 11:20:42 AM CDT	Employee	webTA training	<input type="button" value="X"/>

Action Remarks:

Characters Remaining: 255

Figure 51: Timesheet Page



3. Select the **x** in the box of the Delete column on the row that identifies the daily remark that you want to delete. The row is now deleted.

Note: There is no warning message.

4. Select the **Save** button. The message *Timesheet saved* is displayed.

At this point, the following options are available:

Step	Description
Select the Save button	Saves any changes you have made
Select the Delete Timesheet button	Deletes the timesheet after you accept a confirmation message
Select the Remove All Entries button	Removes all entries after you accept a confirmation message
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Pay Period Remarks

Pay Period Remarks are remarks applicable to a specific pay period. After the pay period remarks are entered and saved, they are displayed in the Pay Period Remarks section of the Timesheet Summary page.



To Add a Pay Period Remark:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

[Employee Main Menu >](#)

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period Timesheet Type: Regular
Status: Unvalidated

Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total	
Work Time																			
+ Work Time Total																			
Leave Time																			
+ Leave Time Total																			
Daily Total																			
Dollar Transactions																			
+ Daily Total																			

Schedule Totals Remarks (0) Leave Balances Telework

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save
Validate
Delete Timesheet
Remove All Entries
Cancel

Figure 52: Timesheet Page



2. Select the **Remarks** tab. The Pay Period Remarks field is displayed on the Timesheet page.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet

Employee: DOE, JOHN
Pay Period: 19 - 2020 - Sep 13, 2020-Sep 26, 2020 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
[X] 01 - Regular Base Pay	XXXXXXXX (webTA)		8.00						8.00									8.00
Work Time Total			8.00						8.00									8.00
Leave Time																		
Leave Time Total																		
Daily Total			8.00						8.00									8.00
Dollar Transactions																		
Daily Total																		

Schedule Totals Remarks (0) Leave Balances Telework

Pay Period Remarks

Add	Date	Entry	Name, UserID, Date/Time	Role	Daily Remark	Delete

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 53: Timesheet Page

3. Enter the remark in the Pay Period Remarks field.
4. Select the **Save** button. The *Timesheet saved* message is displayed.

At this point, the following options are available:

Step	Description
Select the Save button	Saves any changes you have made
Select the Delete Timesheet button	Deletes the timesheet after you accept a confirmation message
Select the Remove All Entries button	Removes all entries after you accept a confirmation message
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



To Delete a Pay Period Remark:

1. Select the **Timesheet** link from the Time section on the Employee Main Menu page. The Timesheet page is displayed.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

[Employee Main Menu >](#)

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period Timesheet Type: Regular
Status: Unvalidated

Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
+ Work Time Total																		
Leave Time																		
+ Leave Time Total																		
Daily Total																		
Dollar Transactions																		
+ Daily Total																		

Schedule **Totals** **Remarks (0)** **Leave Balances** **Telework**

Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 54: Timesheet Page



2. Select the **Remarks** tab. The Pay Period Remarks field is displayed.

Figure 55: Timesheet Page - Deleting Pay Period Remark

3. Remove the remark from the Pay Period Remarks field.
4. Select the **Save** button. The message *Timesheet saved* is displayed.

At this point, the following options are available:

Step	Description
Select the Save button	Saves any changes you have made
Select the Delete Timesheet button	Deletes the timesheet after you accept a confirmation message
Select the Remove All Entries button	Removes all entries after you accept a confirmation message
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Leave Requests

The Leave Requests page is used to submit leave requests. Leave requested for the current pay period will populate to the timesheet when the leave request is approved. Leave requests submitted and approved for a future pay period will populate to the timesheet when the timesheet is created. Separate leave requests must be submitted for different types of leave.

This section includes the following topics:

Adding a Leave Request	71
Editing a Leave Request	74
Deleting a Leave Request	76
Viewing Your Leave Request History	78

Adding a Leave Request

The Leave Request page is used to submit leave requests.

To Submit a Leave Request:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

Note: Select the **View Calendar** button to view leave requests in a calendar format.

WEBTA™ Employee

Employee Main Menu > | Inbox [0] | Settings | Help | Log Out

Leave Requests

Status: Pending | From Date: Jan 31, 2021 | To Date: Feb 01, 2022 | Leave Type: All | Supervisor: Doe, Jane

Timekeeper: [] Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	Doe, John	02/25/2021	02/25/2021	61 - Annual Leave	1:00	02/25/2021 02:49 PM EST	Doe, Jane	Doe, Thomas

1-1 of 1 Records

Add Leave Request View Calendar Cancel

Figure 56: Leave Requests Page

2. Select the **Add Leave Request** button. The Leave Request page is displayed.

Note: The Leave Balance Calculator is available to project leave balances.



Note: The Transaction Leave Balance field will be populated after selecting the transaction code.

Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Leave Request

Pending Approved Denied

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: DOE, JOHN

* Transaction: [dropdown]

Transaction Leave Balance: NA

Start Date	End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year	<input type="checkbox"/>						Delete

Add New Row

Remarks

Submitter Remarks: [text area]

Approver Comments: [text area]

Intermediate Approvers

Add Intermediate Approver

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

☒ None
☐ Illness/injury/incapacitation of requesting employee
☐ Medical/dental/optical examination of requesting employee
☐ Care of family member, including medical/dental/optical examination of family member, or bereavement
☐ Care of family member with a serious health condition
☐ Other (Provide the reason in Remarks)

Family and Medical Leave Act

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ I hereby invoke my entitlement to Family and Medical Leave for:

☒ None
☐ Birth/Adoption/Foster Care
☐ Family Military Leave
☐ Serious Health Condition of Self
☐ Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Submit Cancel

Figure 57: Leave Request Page



3. Complete the following fields:

Transaction (see "**Transaction Field Instruction - Leave Request (Required)**" on page 142)

Start Date (see "**Start Date Field Instruction (Required)**" on page 139)

End Date (see "**End Date Field Instruction (Required)**" on page 131)

All Day (see "**All Day Field Instruction**" on page 129)

Start Time (see "**Start Time Field Instruction (Required)**" on page 139)

Stop Time (see "**Stop Time Field Instruction**" on page 140)

Meal Time (see "**Meal Time Field Instruction**" on page 134)

Daily Hours (see "**Daily Hours Field Instruction**" on page 130)

Note: Select the **Add New Row** button to add additional leave request entries to this request.

Submitter Remarks (see "**Submitter Remarks Field Instruction**" on page 140)

Sick Leave Purpose (see "**Sick Leave Purpose Field Instruction**" on page 138)

Family and Medical Leave Act (see "**Family and Medical Leave Act Field Instruction**" on page 132)

Note: Select the **Add Intermediate Approver** button to select an intermediate approver.

4. Select the **Submit** button. The message *Leave request successfully updated* is displayed. The request is routed to the appropriate supervisor for approval and will populate to the timesheet when approved. The Activity Log is now displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Employee tab	Returns you to the Employee Main Menu page.
Select Log Out	Logs you out of webTA.



Editing a Leave Request

Pending leave requests may be edited. If the leave request has been approved, the employee must have the supervisor revert the leave request back to **Pending** before the leave request may be edited.

To Edit a Leave Request:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

Leave Requests

Status: Pending From Date: Jan 31, 2021 To Date: Feb 01, 2022 Leave Type: All Supervisor:

Timekeeper: Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	Doe, John	02/25/2021	02/25/2021	61 - Annual Leave	1.00	02/25/2021 02:49 PM EST	Doe, Jane	Doe, Thomas

1-1 of 1 Records 1 View 25 50 100

Add Leave Request View Calendar Cancel

Figure 58: Leave Requests Page



2. Select the link for the leave request to be edited. The applicable leave request is displayed.

Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Leave Request

Pending Approved Denied

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: Doe, John

* Transaction: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 15:00

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Feb 25, 2021	Feb 25, 2021	<input type="checkbox"/>	3:00pm	4:00pm		1:00	1.00	Delete

Add New Row

Remarks

Submitter

Remarks:

Approver

Comments:

Intermediate Approvers

Add Intermediate Approver

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

☒ None

☐ Illness/injury/incapacitation of requesting employee

☐ Medical/dental/optical examination of requesting employee

☐ Care of family member, including medical/dental/optical examination of family member, or bereavement

☐ Care of family member with a serious health condition

☐ Other (Provide the reason in Remarks)

Family and Medical Leave Act

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ I hereby invoke my entitlement to Family and Medical Leave for:

☒ None

☐ Birth/Adoption/Foster Care

☐ Family Military Leave

☐ Serious Health Condition of Self

☐ Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to the Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Submit	Pending	02/25/2021 02:49 PM EST	Doe, John

Submit Delete Request Cancel

Figure 59: Leave Request Page - Editing



3. Make the applicable changes.
4. Select the **Submit** button to submit the changes. The message *Leave request successfully updated* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Employee tab	Returns you to the Employee Main Menu page.
Select Log Out	Logs you out of webTA.

Deleting a Leave Request

Pending leave requests may be deleted. If the leave request has been approved, the employee must have the supervisor revert the request back to **Pending**.

To Delete a Leave Request:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Requests page is displayed defaulting to current and future pending leave requests. Use the search filters to search for applicable leave request, if not listed.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

Leave Requests

Status: Pending From Date: Jan 31, 2021 To Date: Feb 01, 2022 Leave Type: All Supervisor:

Timekeeper: Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	Doe, John	02/25/2021	02/25/2021	61 - Annual Leave	1.00	02/25/2021 02:49 PM EST	Doe, Jane	Doe, Thomas

1-1 of 1 Records 1 View 25 50 100

Add Leave Request View Calendar Cancel

Figure 60: Leave Requests Page



2. Select the link for the leave request to be deleted. The applicable leave request is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Leave Requests >

Leave Request

Pending Approved Denied

Items marked with an asterisk* are required.

Leave Balance Calculator

Leave Type and Dates

Employee: Doe, John

* Transaction: 61 - Annual Leave

Transaction Leave Balance: Annual Leave 15:00

* Start Date	* End Date	All Day	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Feb 25, 2021	Feb 25, 2021	<input type="checkbox"/>	3:00pm	4:00pm		1:00	1.00	Delete

Add New Row

Remarks

Submitter

Remarks:

Approver

Comments:

Intermediate Approvers

Add Intermediate Approver

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason.

☒ None

☐ Illness/injury/incapacitation of requesting employee

☐ Medical/dental/optical examination of requesting employee

☐ Care of family member, including medical/dental/optical examination of family member, or bereavement

☐ Care of family member with a serious health condition

☐ Other (Provide the reason in Remarks)

Family and Medical Leave Act

Family and Medical Leave Act

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency. If annual, sick, or leave without pay will be used under the Family and Medical Leave Act of 1993 (FMLA), indicate what it will be used for.

☐ I hereby invoke my entitlement to Family and Medical Leave for:

☒ None

☐ Birth/Adoption/Foster Care

☐ Family Military Leave

☐ Serious Health Condition of Self

☐ Serious Health Condition of Spouse, Child, or Parent

Certification

I certify that the leave/absence requested above is for the purpose(s) indicated. I understand that I must comply with my employing agency's procedures for requesting leave/approved absence (and provide additional documentation, including medical certification, if required) and that falsification of information on this form may be grounds for disciplinary action, including removal.

Privacy Act

Section 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is by management and your payroll office to approve and record your use of leave. Additional disclosures of the information may be: To the Department of Labor when processing a claim for compensation regarding a job connected injury or illness; to a State unemployment compensation office regarding a claim; to Federal Life Insurance or Health Benefits carriers regarding a claim; to a Federal, State, or local law enforcement agency when your agency becomes aware of a violation or possible violation of civil or criminal law; to a Federal agency when conducting an investigation for employment or security reasons; to a Office of Personnel Management or the General Accounting Office when the information is required for evaluation of leave administration; or the General Services Administration in connection with its responsibilities for records management.

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a social security number or tax identification number. This is an amendment to title 31, Section 7701. Furnishing the social security number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the application. If your agency uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

Activity Log

Action	Resulting State	Date	Name
Submit	Pending	02/25/2021 02:49 PM EST	Doe, John

Submit Delete Request Cancel

Figure 61: Leave Request Page - Deleting



3. Select the **Delete Request** button to delete the request. The message *Are you sure you want to delete this leave request?* is displayed.
4. Select the **Yes** button to delete the request. The message *Leave request successfully deleted* is displayed. You are returned to the Leave Requests page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Viewing Your Leave Request History

You may view your current, future, and historical leave requests in a list or calendar format. The Leave Requests page has search filters for specific leave type transaction requests or for leave requests submitted for a specific period of time.

To View Your Leave Request History:

1. Select the **Leave Requests** link from the Time section on the Employee Main Menu page. The Leave Request page is displayed defaulting to current and future pending leave requests in a list format.

Note: Select the **View Calendar** button to view the leave requests in a calendar format.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

Leave Requests

Status: Pending From Date: Jan 31, 2021 To Date: Feb 01, 2022 Leave Type: All Supervisor:

Timekeeper: Search Clear

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	Doe, John	02/25/2021	02/25/2021	61 - Annual Leave	1:00	02/25/2021 02:49 PM EST	Doe, Jane	Doe, Thomas

1-1 of 1 Records 1 View 25 50 100

Add Leave Request View Calendar Cancel

Figure 62: Leave Requests Page

2. Complete the following search filters, if applicable.

Status (see "*Status Field Instruction*" on page 140)



From Date (see "**From Date Field Instruction**" on page 133)

To Date (see "**To Date Field Instruction**" on page 142)

Leave Type (see "**Leave Type Field Instruction - Search**" on page 134)

Supervisor (see "**Supervisor Field Instruction**" on page 141)

Timekeeper (see "**Timekeeper Field Instruction**" on page 142)

3. Select the **Search** button. The search results are displayed.

Note: Select the link in the Status column to view a specific request.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Leave Requests

Status: All From Date: Jan 07, 2018 To Date: May 18, 2018 Leave Type: All Supervisor: Timekeeper:

Status	User	Start Date	End Date	Leave Type	Hours	Submission Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/07/2018	05/07/2018	61 - Annual Leave	1:00	05/07/2018 02:57 PM EDT	DOE, JANE	DOE, THOMAS
Pending	DOE, JOHN	05/08/2018	05/08/2018	62 - Sick Leave	8:00	05/08/2018 02:48 PM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/20/2018	03/20/2018	61 - Annual Leave	8:00	03/13/2018 09:13 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/05/2018	03/05/2018	62 - Sick Leave	8:00	03/01/2018 09:12 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	02/07/2018	02/07/2018	62 - Sick Leave	8:00	02/08/2018 09:14 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	01/23/2018	01/23/2018	61 - Annual Leave	2:00	01/23/2018 10:00 AM EST	DOE, JANE	DOE, THOMAS

1-6 of 8 Records View [10] [20] [50]

Figure 63: Leave Requests Search Results Page

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Premium Pay Requests

The Premium Pay Request page is used to submit premium pay requests. Premium pay requested for the current pay period will populate to the timesheet when the request is approved. Premium pay requests submitted and approved for a future pay period will populate to the timesheet when the timesheet is created. Separate premium pay requests must be submitted for different types of premium pay.

This section includes the following topics:

Adding a Premium Pay Request.....	81
Editing a Premium Pay Request.....	83
Deleting a Premium Pay Request.....	85
Viewing Your Premium Pay Request History	87

Adding a Premium Pay Request

The Premium Pay Request page is used to add premium pay requests.

To Add a Premium Pay Request:

1. Select the **Premium Pay Requests** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending requests.

Note: Select the **View Calendar** button to view premium pay requests in a calendar format.

WEBTA™ Employee

Inbox [7] | Settings | Help | Log Out

Employee Main Menu >

Premium Pay Requests

Status: Pending From Date: Aug 30, 2020 To Date: Aug 31, 2021 Transaction: All

Supervisor: Timekeeper:

Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
No results								

Add Premium Pay Request View Calendar Cancel

Figure 64: Premium Pay Requests Page



2. Select the **Add Premium Pay Request** button. The Premium Pay Request page is displayed.

WEBTA™ Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Pending Approved Denied

Premium Pay Request

Items marked with an asterisk* are required.

Transaction and Dates

Employee: DOE, JOHN

* Transaction:

Start Date	End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
<input type="text" value="Month Day Year"/>	<input type="text" value="Month Day Year"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Intermediate Approvers

Add Intermediate Approver

Submit Cancel

Figure 65: Premium Pay Request Page

3. Complete the following fields:

Transaction (see "*Transaction Field Instruction - Premium Pay Request (Required)*" on page 143)

Start Date (see "*Start Date Field Instruction (Required)*" on page 139)

End Date (see "*End Date Field Instruction (Required)*" on page 131)

Start Time (see "*Start Time Field Instruction (Required)*" on page 139)

Stop Time (see "*Stop Time Field Instruction*" on page 140)

Meal Time (see "*Meal Time Field Instruction*" on page 134)

Daily Hours (see "*Daily Hours Field Instruction*" on page 130)

Note: Select the **Add New Row** button to add additional premium pay request entries to this request.



Submitter Remarks (see "**Submitter Remarks Field Instruction**" on page 140)

Note: Select the **Add Intermediate Approver** button to select an intermediate approver.

4. Select the **Submit** button. The message *Premium pay request successfully updated* is displayed. The request is routed to the appropriate supervisor for approval and will populate to the timesheet when approved. The Activity Log is now displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page.
Select the Employee tab	Returns you to the Employee Main Menu page.
Select Log Out	Logs you out of webTA.

Editing a Premium Pay Request

Pending premium pay requests may be edited. If the premium pay request has been approved, the employee must have the supervisor revert the request back to **Pending** before the request may be edited.

To Edit a Premium Pay Request:

1. Select the **Premium Pay Requests** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending requests.

WEBTA™ Employee

Inbox [6] | Settings | Help | Log Out

Employee Main Menu >

Premium Pay Requests

Status: Pending From Date: Aug 30, 2020 To Date: Aug 31, 2021 Transaction: All

Supervisor: Timekeeper: Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	09/18/2020	09/18/2020	32 - Comp Time Worked	1.00	09/18/2020 03:16 PM EDT	DOE, JANE	DOE, THOMAS

1-1 of 1 Records

View [25] 50 100

Add Premium Pay Request View Calendar Cancel

Figure 66: Premium Pay Requests Page - Pending Requests



2. Select the link for the premium pay request to be edited. The applicable premium pay request is displayed.

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Items marked with an asterisk* are required.

Transaction and Dates

Employee: DOE, JOHN

* Transaction: 32 - Comp Time Worked

Premium Pay Request Times

* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Sep 18, 2020	Sep 18, 2020	3:00pm	4:00pm		1:00	1:00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Intermediate Approvers

Add Intermediate Approver

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	09/18/2020 03:16 PM EDT	Doe, John	

Submit **Delete Request** **Cancel**

Figure 67: Premium Pay Request Page - Pending

3. Make the applicable changes.
4. Select the **Submit** button to submit the changes. The message *Premium pay request successfully updated* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Deleting a Premium Pay Request

Pending premium pay requests may be deleted. If the premium pay request has been approved, the employee must have the supervisor revert the request back to **Pending**.

To Delete a Premium Pay Request:

1. Select the **Premium Pay** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending requests.

The screenshot displays the 'Premium Pay Request' page for employee 'DOE, JOHN'. The page is in the 'Pending' state, as indicated by the status bar at the top right. The 'Transaction and Dates' section shows a transaction of '32 - Comp Time Worked' for the date 'Sep 18, 2020'. The 'Premium Pay Request Times' table shows a single row with a start time of 3:00pm, a stop time of 4:00pm, and a total of 1.00 hours. The 'Remarks' section includes fields for 'Submitter Remarks' and 'Approver Comments'. The 'Intermediate Approvers' section has an 'Add Intermediate Approver' button. The 'Activity Log' table shows a single entry for the 'Submit' action, resulting in a 'Pending' state on 09/18/2020. At the bottom, there are buttons for 'Submit', 'Delete Request', and 'Cancel'.

WEBTA™ Employee Inbox [6] | Settings | Help | Log Out

Employee Main Menu > Premium Pay Requests >

Premium Pay Request Pending Approved Denied

Items marked with an asterisk* are required.

Transaction and Dates

Employee: DOE, JOHN

* Transaction: 32 - Comp Time Worked

Premium Pay Request Times

* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Sep 18, 2020	Sep 18, 2020	3:00pm	4:00pm		1.00	1.00	Delete

Add New Row

Remarks

Submitter Remarks:

Approver Comments:

Intermediate Approvers

Add Intermediate Approver

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	09/18/2020 03:16 PM EDT	Doe, John	

Submit **Delete Request** **Cancel**

Figure 68: Premium Pay Request Page - Pending



2. Select the link for the premium pay request to be deleted. The applicable premium pay request is displayed.

WEBTA™ Employee | [Inbox \[6\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu](#) > [Premium Pay Requests](#) >

Premium Pay Request Pending ☒ Approved ☐ Denied ☐

Items marked with an asterisk* are required.

Transaction and Dates

Employee: DOE, JOHN

* Transaction: 32 - Comp Time Worked

* Start Date	* End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Sep 18, 2020	Sep 18, 2020	3:00pm	4:00pm		1.00	1.00	Delete

[Add New Row](#)

Remarks

Submitter Remarks:

Approver Comments:

Intermediate Approvers

[Add Intermediate Approver](#)

Activity Log

Action	Resulting State	Date	Name	Comments
Submit	Pending	09/18/2020 03:16 PM EDT	Doe, John	

[Submit](#) [Delete Request](#) [Cancel](#)

Figure 69: Premium Pay Request Page - Pending

3. Select the **Delete Request** button to delete the request. The message *Are you sure you want to delete this premium pay request?* is displayed.
4. Select the **Yes** button to delete the request. The message *Premium pay request successfully deleted* is displayed. You are returned to the Premium Pay Request page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page



Step	Description
Select Log Out	Logs you out of webTA

Viewing Your Premium Pay Request History

You may view your current, future, and historical premium pay requests in a list or calendar format. The Premium Pay Requests page has search filters for specific premium pay transaction types of requests or for premium pay requests submitted for a specific period of time.

To View Your Premium Pay Request History:

1. Select the **Premium Pay Requests** link from the Time section on the Employee Main Menu page. The Premium Pay Request page is displayed defaulting to current and future pending premium pay requests in a list format.

Note: Select the View Calendar button to view the premium pay requests in a calendar format.

WEBTA™ Employee

Employee Main Menu > Inbox [0] | Settings | Help | Log Out

Premium Pay Request

Status: Pending From Date: Apr 29, 2018 To Date: Apr 30, 2019 Transaction: All Supervisor: Timekeeper: Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/15/2018	05/15/2018	32 - Comp Time Earned	1.00	05/18/2018 09:45 AM EDT	DOE, JANE	DOE, THOMAS

1-1 of 1 Records

Add Premium Pay Request View Calendar Cancel

Figure 70: Premium Pay Request Page

2. Complete the following Search filters, if applicable:

Status (see "**Status Field Instruction**" on page 140)

From Date (see "**From Date Field Instruction**" on page 133)

To Date (see "**To Date Field Instruction**" on page 142)

Transaction (see "**Transaction Field Instruction - Search**" on page 143)

Supervisor (see "**Supervisor Field Instruction**" on page 141)

Timekeeper (see "**Timekeeper Field Instruction**" on page 142)

3. Select the **Search** button. The search results are displayed.



Note: Select the link in the Status column to view a specific request.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Premium Pay Request

Status: All

From Date: Jan 07, 2018

To Date: May 18, 2018

Transaction: All

Supervisor:

Timekeeper:

Search Clear

Status	User	Start Date	End Date	Transaction	Total Hours	Submit Date	Supervisor	Timekeeper
Pending	DOE, JOHN	05/15/2018	05/15/2018	32 - Comp Time Earned	1.00	05/18/2018 09:45 AM EDT	DOE, JANE	DOE, THOMAS
Denied	DOE, JOHN	05/09/2018	05/09/2018	32 - Comp Time Earned	1.00	05/09/2018 12:49 PM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	04/02/2018	04/02/2018	32 - Comp Time Earned	1.00	04/02/2018 08:27 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/15/2018	03/15/2018	32 - Comp Time Earned	1.00	03/15/2018 09:46 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/14/2018	03/14/2018	32 - Comp Time Earned	1.00	03/14/2018 09:43 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	03/02/2018	03/02/2018	32 - Comp Time Earned Pfx78	1.00	03/03/2018 09:15 AM EDT	DOE, JANE	DOE, THOMAS
Approved	DOE, JOHN	02/12/2018	02/12/2018	32 - Comp Time Earned	1.00	02/12/2018 09:16 AM EDT	DOE, JANE	DOE, THOMAS

1-7 of 7 Records

Add Premium Pay Request View Calendar Cancel

Figure 71: Premium Pay Request Search Results Page

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Telework

Agencies who utilize the Telework license may use webTA to manage telework agreements and requests. Agencies may allow the use of telework on a regular or an intermittent basis. Both types of telework require the employee to complete a telework agreement.

Regular telework is referred to in webTA as regular or routine telework. Employees who telework routinely may use the default schedule or advanced schedule function.

Intermittent telework is referred to in webTA as situational telework. Employees who telework intermittently may submit one-time telework requests. If approved, the hours may be populated to the employee's timesheet. Timekeepers may submit the request on behalf of the employee, if necessary.

This section includes the following topics:

Submitting a Telework Agreement	89
Submitting a Telework Request	93

Submitting a Telework Agreement

In order for employees to participate in telework, their position must be eligible for telework, and they must submit a telework agreement for supervisor approval.

To Submit a Telework Agreement for Approval:


1. Select **Telework Agreements** from the Telework section on the Employee Main Menu page. The Telework Agreements page is displayed.



Figure 72: Telework Agreements Page



2. Select the **Add New Agreement** button. The Telework Agreement page is displayed.

 **Employee**

Inbox [7] | Settings | Help | Log Out

Employee Main Menu > Telework Agreements >

Telework Agreement

Pending Approved Denied Terminated

Items marked with an asterisk* are required

Agency Guidelines

Participation in the Telework Program is voluntary and subject to supervisory approval. Telework is a benefit to both the employee and the Agency and is not an employee entitlement.

Employees must adhere to SBA's Telework Program SOP 33 59 3. The Office of the Inspector General, under its independent authority, has a separate Telework policy applicable only to OIG employees. Throughout the document, where the Telework policy is referenced, employees of the OIG should defer and reference to the OIG policy.

For bargaining unit employees, if there is a conflict between the Master Labor Agreement (MLA) and any provision of the Telework Program SOP 33 59 3 or associated forms, not required by law or regulation, the MLA shall prevail for covered bargaining unit employees, provided negotiated terms conform to Federal law and regulation.

Employees agree to comply with SBA's emergency procedures and guidance to ensure continuity of operations in case of a health pandemic or activation of the COOP plan.

Employees may come into the office or may be required to report to their official duty station on any scheduled telework day without affecting their approved telework agreement.

Employees may voluntarily terminate their telework agreement at any time or may initiate a change to an existing telework agreement, in accordance with the procedures, thresholds and approvals outlined in the Telework SOP and MLA, respectively.

For non-bargaining employees - Supervisors may terminate, suspend, or modify this agreement but must do so in accordance with the Telework Program SOP. For bargaining unit employees - Supervisor-initiated terminations, suspensions, and modifications must comply with the terms of the master labor agreement.

Approval of this form renders the employee eligible for unscheduled telework in the event of a change of in SBA's operating status.

By submitting this telework agreement request, the employee understands, acknowledges, and accepts the following terms:

1. The Agency will not be liable for damages to an employee's real or personal property while teleworking, except to the extent that the Agency may be held liable by the Federal Tort claims.
2. During inclement weather or other emergencies, including days when Federal offices are closed to the public, telework ready employees are required to telework, begin teleworking on time, and to work their regularly scheduled duty hours or request leave, or a combination of both.
3. While teleworking, established office procedures for requesting and obtaining approval of leave must be followed.
4. Employees must request and obtain approval of overtime and compensatory time before it's worked.
5. Time worked in a telework status must be entered into the time and attendance system with the appropriate teleworking time code.
6. Agency records and data must be protected from unauthorized disclosure or damage and the employee must with the requirements of the Privacy Act of 1974, 5 USC 522a, the Trade Secrets Act and any other applicable law protecting the confidentiality of government documents.
7. Employee must comply with the Agency's standards of conduct while working at the telework site.
8. Employee must adhere to SBA's Information Technology Security Policy SOP 90 47.

Employee Information

Employee: Doe, John - doej

Essential: ☐

Medical Accommodation: ☐

Telework Type

* Type: Regular/Routine

Agreement Dates

* Agreement Start: Month Day Year

Agreement Expires: Month Day Year

Primary Telework Location

☒ Home

☐ Satellite Office

☐ Telework Center

☐ Other

Primary Telework Address and Phone

* Address 1:

Address 2:

* City:

* State:

* Zip:

* Telework Phone:

Telework Fax:

Mileage

Number of Miles Saved Per Day:

Figure 73: Telework Agreement Agency Guidelines Page

3. Read the Agency Guidelines and complete the following fields:



- Medical Accommodation*** (see "***Medical Accommodation Field Instruction***" on page 134)
- Telework Type*** (see "***Telework Type Field Instruction (Required)***" on page 141)
- Agreement Start*** (see "***Agreement Start (Required)***" on page 129)
- Agreement Expires*** (see "***Agreement Expires Field Instruction***" on page 128)
- Primary Telework Location*** (see "***Primary Telework Location Field Instruction***" on page 137)
- Address 1*** (see "***Address 1 Field Instruction (Required)***" on page 128)
- Address 2*** (see "***Address 2 Field Instruction - Telework***" on page 128)
- City*** (see "***City Field Instruction (Required)***" on page 130)
- State*** (see "***State Field Instruction (Required)***" on page 140)
- Zip*** (see "***Zip Field Instruction (Required)***" on page 144)
- Telework Phone*** (see "***Telework Phone Field Instructions (Required)***" on page 141)
- Telework Fax*** (see "***Telework Fax Field Instruction***" on page 141)
- Number of Miles Saved Per Day*** (see "***Number of Miles Saved Per Day Field Instruction***" on page 135)
4. Complete the telework requirements by reading the requirement, checking the checkbox, and entering the date or selecting the date from the calendar icon.



Note: The bottom section contains requirements to be completed by the approving official.

Requirements Completed

PRIVACY ACT AUTHORIZATION - I understand when I work from home (or other alternate worksite), the Agency must be able to contact me during the business day. I further understand a requirement of my participation in this program is that information relative to contacting me must be provided to the Agency on a voluntary basis. I understand my personal (home) electronic mail address and my personal (home or portable) telephone number(s) are generally protected from public disclosure under the Privacy Act of 1974, 5 U.S.C. 552a (1994 & Supp. II 1996)(amended 1997, 5 U.S.C.A. 552a (West Supp. 1998)). To satisfy the requirements for participation in the Telework Agreement, I hereby authorize the SBA to disclose my personal e-mail address and personal telephone number(s) to my immediate supervisors (immediate and hierarchical), other agency (SBA) employees (as determined by my immediate supervisor) and to outside (non-SBA) persons (to be determined by me before disclosure in conjunction with my immediate supervisor) which I have voluntarily provided to the Agency for the sole and limited purpose of teleworking to conduct Agency work

* ☐ ☐ * Date: Month Day Year

TERMS - I acknowledge that I must work from the primary telework location indicated on this form unless prior approval is obtained from the supervisor to deviate from this worksite

* ☐ ☐ Date: Month Day Year

TERMS - I agree to report any injury that I incur while teleworking to my supervisor immediately, provide details of the accident or injury, and complete the Worker's Compensation forms if applicable

* ☐ ☐ Date: Month Day Year

TERMS - I agree to safeguard the privacy and security of sensitive data and adhere to all applicable directives on information, computer, and operations security while teleworking

* ☐ ☐ Date: Month Day Year

TERMS - I understand that while teleworking I am responsible for contacting my supervisor immediately if problems arise at my alternate worksite which adversely affect my ability to perform work

* ☐ ☐ Date: Month Day Year

REQUIREMENT - Employee has completed the required telework training and has provided the certificate of completion for verification

* ☐ ☐ Date: Month Day Year

REQUIREMENT - Employee has provided a completed and signed Self Certification Checklist for Teleworking (SBA Form 2193) or Alternate Worksite Safety Checklist (for OIG employees). I, as the recommending official, find that according to the answers provided by the employee on this form, that their alternate worksite meets the minimum Federal government safety standards

* ☐ ☐ Date: Month Day Year

* ☐ ☐ Date: Month Day Year

Test

☐ AUTHORIZATION - As the recommending official, I have obtained the written approval for this telework agreement request from the Authorizing Official

☐ ELIGIBILITY - Employee has a proven or expected performance rating of level 3 or higher

☐ ELIGIBILITY - Employee has completed the required probationary or trial period, or I have obtained authorization from the authorizing official to waive this requirement

☐ ELIGIBILITY - Employee has not been officially disciplined (i.e., in receipt of a decision letter or a SF-50 documenting a formal disciplinary or adverse action) for being absent without leave (AWOL) for more than 5 days in any calendar year during the tenure as an SBA employee

☐ ELIGIBILITY - Employee has not been officially disciplined for charges related to misuse of a government computer, or for violations of the Standards of Ethical Conduct for Employees of the Executive Branch (subpart G) for reviewing, downloading, or exchanging pornography, including child pornography, while on a Federal Government computer or while performing official Federal Government duties

☐ ELIGIBILITY - Employee is not on a form of leave restriction

☐ ELIGIBILITY - The employee has indicated that they have access to the required technological components and equipment to perform the work at the telework location

☐ ELIGIBILITY - The employee is not an intern, trainee, student assistant, summer hire, or volunteer

☐ ELIGIBILITY - The employee's Official Personnel Folder (OPF) does not have a formal disciplinary or adverse action (e.g., an SF-50) dated within 6 months of the period directly preceding the application for telework, as verified by designated SHRO staff

☐ SUITABILITY - The employee's position does not require daily access to secure or classified materials

☐ SUITABILITY - The employee's position, duties, facilities, and equipment are suitable for telework

Figure 74: Telework Agreement Page - Requirements Completed Section



- Complete the telework schedule by checking the applicable boxes representing telework and office days, and enter any applicable Schedule Notes.

Telework Schedule

Telework Day:
 S M T W T F S S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Office Day:
 S M T W T F S S M T W T F S
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Schedule Notes:

 Characters remaining: 255

Other Comments

Remarks:

 Characters remaining: 255

Approver Comments:

 Characters remaining: 255

Termination Details

Termination Date:

Reason:

Termination Remarks:

 Characters remaining: 255

Figure 75: Telework Agreement Page - Telework Schedule Section

- Enter any comments in the Remarks field.
- Select the **Submit** button. A message is displayed stating the telework agreement was successfully submitted.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Submitting a Telework Request

Employees who telework intermittently may submit one-time telework requests. The request is routed to the supervisor for approval, and, if approved, the hours may be populated in the employee's timesheet. Timekeepers may submit telework requests on behalf of employees.



To Submit a Telework Request for Approval:

1. Select **Telework Request** from the Telework section on the Employee Main Menu page. The Telework Requests page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Telework Requests

Status: Pending From Date: Aug 02, 2020 To Date: Aug 03, 2021 Telework Code: All Supervisor:

Timekeeper:

Search Clear

Status	User	From Date	To Date	Telework Code	Hours	Submission Date	Supervisor	Timekeeper
No results								

Add Telework Request Cancel

Figure 76: Telework Requests Page

2. Select the **Add Telework Request** button. The Telework Request page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Telework Requests >

Telework Request

Pending Approved Denied

Items marked with an asterisk* are required.

Telework Type and Dates

Employee: DOE, JOHN

* Telework Code:

* Reason: Agency Closure

Reason Notes:

Start Date	End Date	Start Time	Stop Time	Meal Time	Daily Hours	Total Hours	Action
Month Day Year	Month Day Year					0.00	Delete

Add New Row

Remarks

Approver

Comments:

Submit Cancel

Figure 77: Telework Request Page

3. Complete the following fields:

Telework Code (see "**Telework Code Field Instruction (Required)**") on page 141)

Reason (see "**Reason Field Instruction (Required)**") on page 137)



Reason Notes (see "***Reason Notes Field Instruction***" on page 137)

Start Date (see "***Start Date Field Instruction (Required)***" on page 139)

End Date (see "***End Date Field Instruction - Requests (Required)***" on page 131)

Start Time (see "***Start Time Field Instruction (Required)***" on page 139)

Stop Time (see "***Stop Time Field Instruction***" on page 140)

Meal Time (see "***Meal Time Field Instruction***" on page 134)

Daily Hours (see "***Daily Hours Field Instruction***" on page 130)

4. Select the **Submit** button. A message is displayed that the request was successfully updated.

Note: If there is not an approved telework agreement in place, a message will be displayed, and you will be unable to submit the telework request.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Processed Timesheets

The Processed Timesheets page is used to view timesheets that have already been processed by NFC.

To View Your Processed Timesheets:

1. Select the **Processed Timesheets** link from the Time section on the Employee Main Menu page. The Processed Timesheets page is displayed defaulting to the current year.

Note: To change the year, select the applicable year from the drop-down list.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Processed Timesheets for DOE, JOHN

Year: 2020 ▼ Select Year

Pay Period	Dates
01 - 2020	Jan 05 - Jan 18
02 - 2020	Jan 19 - Feb 01
03 - 2020	Feb 02 - Feb 15
04 - 2020	Feb 16 - Feb 29
05 - 2020	Mar 01 - Mar 14
06 - 2020	Mar 15 - Mar 28
07 - 2020	Mar 29 - Apr 11
08 - 2020	Apr 12 - Apr 25
09 - 2020	Apr 26 - May 09
10 - 2020	May 10 - May 23
11 - 2020	May 24 - Jun 06
14 - 2020	Jul 05 - Jul 18
15 - 2020	Jul 19 - Aug 01
16 - 2020	Aug 02 - Aug 15

1-14 of 14 Records 1 View 25 50 100

Cancel

Figure 78: Processed Timesheets Page

2. Select the applicable timesheet to view. The timesheet is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA





Reports

The Reports page allows employees to run Leave Audit reports. The Leave Audit report displays leave balances and adjustments for a specific type of leave within a designated range of pay periods.

To Run a Leave Audit Report:

1. Select **Reports** on the Employee Main Menu. The Reports page is displayed.

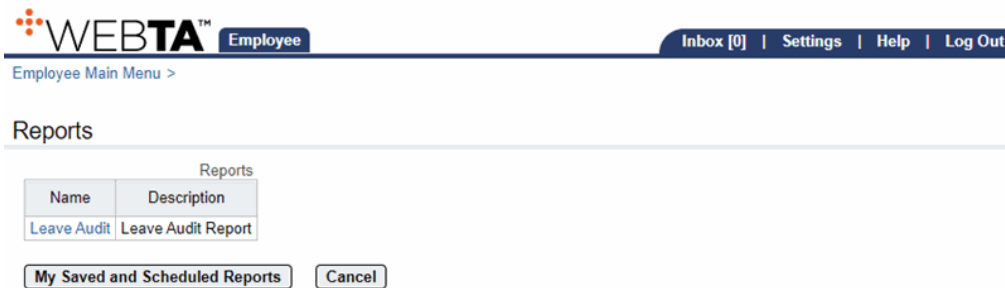


Figure 79: Reports Page

2. Select the **Leave Audit** link. The Leave Audit Report Parameters page is displayed.

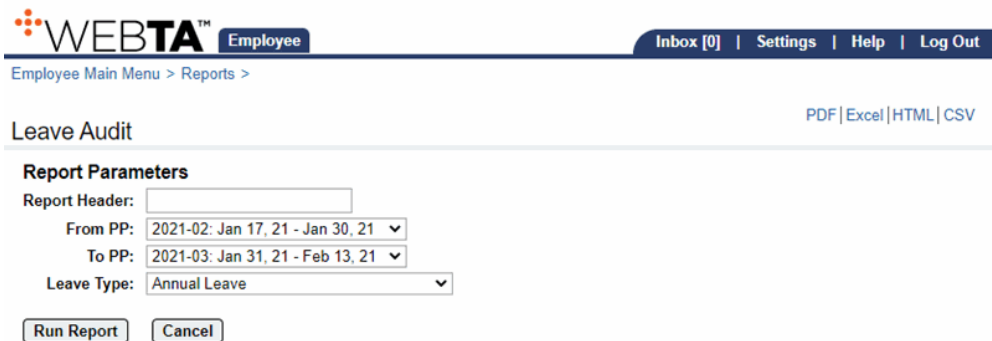


Figure 80: Leave Audit Report Parameters Page

3. Complete the following fields:

Report Header (see "**Report Header Field Instruction**" on page 137)

From PP (see "**From PP Field Instruction**" on page 133)

To PP (see "**To PP Field Instruction**" on page 142)

Leave Type (see "**Leave Type Field Instruction - Search**" on page 134)



4. Select the **Run Report** button to run the report. The Leave Audit report is displayed.

WEBTA™ Employee | [Inbox \[0\]](#) | [Settings](#) | [Help](#) | [Log Out](#)

[Employee Main Menu](#) > [Reports](#) >

[PDF](#) | [Excel](#) | [HTML](#) | [CSV](#)

Leave Audit

Report Date: 02/01/2021
Pay Period Range: 02 - 2021 : Jan 17, 2021-Jan 30, 2021 to 03 - 2021 : Jan 31, 2021-Feb 13, 2021
Employee : Doe, John
Leave Type: Annual Leave

Pay Period	Manual Adj	Forward	Accrued	Available	Used	Balance	Max Available
2021 - 3	0:00	32:00	4:00	36:00	0:00	36:00	128:00
2021 - 2	0:00	28:00	4:00	32:00	0:00	32:00	128:00

Page 1

Report Parameters

Report Header:

From PP: 2021-02: Jan 17, 21 - Jan 30, 21 ▼

To PP: 2021-03: Jan 31, 21 - Feb 13, 21 ▼

Leave Type: Annual Leave ▼

Figure 81: Leave Audit Report

5. Select the **PDF** link to save/view the report as portable document format (PDF).

OR

Select the **Excel** link to save/view the report as an Excel spreadsheet.

OR

Select the **HTML** link to save the report in hypertext markup language (HTML).

OR

Select the **CSV** link to save/view the report in a comma-separated values (CSV) format.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Reports page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Accounting

The Accounts page displays accounting codes available to you and your timekeeper.

To Add an Account for Use with the Select Account Link:

1. Select the **Accounts** link from the Accounting section on the Employee Main Menu page. The Accounts page is displayed. The Timekeeper Accounts lists accounts added by the timekeeper. My Accounts lists accounts added by the employee.

WEBTA™ Employee Inbox [13] | Settings | Help | Log Out

[Employee Main Menu >](#)

Accounts

Timekeeper Accounts

Account	Description
XXXXXXXXXXXXXXXXXX	General Admin
XXXXXXXXXXXXXXXXXX	PPS Baseline Ann Pay Raise Rat
XXXXXXXXXXXXXXXXXX	webTA Training
XXXXXXXXXXXXXXXXXX	webTA Deployment

1-4 of 4 Records View [25] [50] [100]

My Accounts

Account:

Description:

Account	Description	Save	Remove
XXXXXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="button" value="Save"/>	<input type="button" value="X"/>
XXXXXXXXXXXXXXXXXX	PPS Baseline General Admin	<input type="button" value="Save"/>	<input type="button" value="X"/>
XXXXXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="button" value="Save"/>	<input type="button" value="X"/>

1-3 of 3 Records View [25] [50] [100]

Figure 82: Accounts Page



2. Select the **Get Account(s)** button. The Select Accounts page is displayed.

WEBTA™ Employee

Inbox [13] | Settings | Help | Log Out

Employee Main Menu > Accounts >

Select Accounts

Account: Fiscal Year: 17 Program Code: R5Y Function: Description: PPS Baseline Search Clear

Account	Description	
XXXXXXXXXXXXXXX	PPS Baseline CARS Activities	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline General Adminstr	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Management Activi	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline CARS Activities	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline General Admin	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Pmt Proces	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Pay Recon	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Post Pmt Process	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline SSAE 16 Audit	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline TMGT Table Mgmt	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline CARS Activities	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline OPM Mods	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Sys Anal Requirem	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline AUP Audit	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Employee Trng Dev	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Eval Pay Systems	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline General Admin	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Inquiries	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Monitor Cntl GL B	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline NFC Mgmt	<input type="checkbox"/>
XXXXXXXXXXXXXXX	PPS Baseline Paid Leave	<input type="checkbox"/>

1-25 of 49 Records View 25 50 100

Save Cancel

Figure 83: Select Accounts Page

3. Search for or select the applicable account.
4. Select the **Save** button to save the accounting code and return to the Accounts page. The message *Successfully added account* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Schedules

Depending on your Agency's implementation of webTA, two types of schedules may be available: default and advanced. Employees may create and maintain default schedules, but timekeepers must create and maintain an employee's advanced schedule.

The Timesheet Detail page must have the **Pay from Schedule** selected in the Retain Date Type field in order for the scheduled TCs and accounting codes to be displayed on the timesheet.

This section includes the following topics:

Advanced Schedules.....	103
Default Schedules.....	105

Advanced Schedules

Advanced schedules allow employees to utilize features, such as scheduling regular days off and setting temporary schedules. The timekeeper must add and submit advanced schedules for employees. Advanced schedules must be approved or denied by a supervisor. Employees have read-only access to viewing advanced schedules.

Advanced schedules may be set as permanent or temporary. A permanent schedule is an employee's regular day-to-day schedule. A temporary schedule could be set for an employee for a specific length of time with a beginning and ending date. With either schedule, the total hours must match the duty hours in the employee's timesheet profile. webTA applies the permanent schedule every pay period unless a temporary schedule has been submitted and approved. When the approved temporary schedule ends, webTA automatically reverts back to the permanent schedule.



To view your advanced schedule, select the **Schedule** link from the Schedule section on the Employee Main Menu page. The Schedule page is displayed.

WEBTA™ Employee | Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Schedule - DOE, JOHN

Submitted Approved Denied

Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 Select Pay Period

Schedule Type: None
Schedule Status: Unsaved

Week One					
Date	Day	Shift	RDO	Transaction Code	Hours
09/13	Sun				
09/14	Mon				
09/15	Tue				
09/16	Wed				
09/17	Thu				
09/18	Fri				
09/19	Sat				
Week One TOTAL					

Week Two					
Date	Day	Shift	RDO	Transaction Code	Hours
09/20	Sun				
09/21	Mon				
09/22	Tue				
09/23	Wed				
09/24	Thu				
09/25	Fri				
09/26	Sat				
Week Two TOTAL					

Approver Comments:

Activity Log

Action	Resulting State	Action Date	Name	Remarks
--------	-----------------	-------------	------	---------

Cancel

Figure 84: Advanced Schedule Page

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Schedule Assignment page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Default Schedules

Default schedules may be used for employees who use the same hours and accounting each pay period. Default schedules do not include features available in advanced schedules, such as regular days off, temporary schedules, additional pay period options, and a supervisor approval process. The default schedule is displayed on the Schedule tab of the employee's timesheet. If **Pay from Schedule** is selected in the Retain Data Type field on the Timesheet Detail page, the TCs and accounting codes are displayed on the timesheet. Employees add and maintain their default schedule, but timekeepers are allowed to add for their employees, if necessary.

Note: If the employee's actual work entries differ from the schedule entries, the employee may edit the timesheet.

To Add a Default Schedule:

1. Select **Default Schedule** link from the Time section on the Employee Main Menu page. The Default Schedule page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

[Employee Main Menu >](#)

Default Schedule

Employee: DOE, JOHN

Hourly Timesheet

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2	Total	
Work Time																			
+	Work Time Total																		
Leave Time																			
+	Leave Time Total																		
	Daily Total																		

Action Remarks:

Characters Remaining: 255

Figure 85: Default Schedule Page

2. Select the + (plus sign) in the Work Time Total row of the Work Time section. The Transaction field is populated with the first transaction in the drop-down list and the Account field is populated with **Select Account**.



3. Select the transaction code link to change the TC. The Select Work Time Transaction popup appears.

Select values for this entry...

01 - Regular Base Pay

Select Work Time Transaction

Figure 86: Select values for this entry... Popup

4. Select the applicable TC from the drop-down list.
5. Select the **Select Work Time Transaction** button to save the TC and return to the Default Schedule page.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Default Schedule

Employee: DOE, JOHN

Hourly Timesheet

Transaction	Account	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay																
Work Time Total																	
Leave Time																	
Leave Time Total																	
Daily Total																	

Action Remarks:

Characters Remaining: 255

Save Remove All Entries Cancel

Figure 87: Default Schedule Page - TC Added



6. Select the **Select Account** link. The Accounting popup appears.

Accounting
✕

Account Search	Number of Results	Action
<input type="text" value=""/>	<input type="text" value="100"/>	<input type="button" value="Search"/> <input type="button" value="Clear"/>

Account	Description	Select Account Select
XXXXXXXXXX	webTA Testing	<input type="button" value="Select"/>
XXXXXXXXXX	webTA Documentation	<input type="button" value="Select"/>
XXXXXXXXXX	webTA	<input type="button" value="Select"/>
XXXXXXXXXX	Paid Leave	<input type="button" value="Select"/>

Figure 88: Accounting Popup

7. Select the **Select** button for the applicable accounting code. The accounting code is populated in the Account field.

Employee

Inbox [60] |
 Settings |
 Help |
 Log Out

[Employee Main Menu >](#)

Default Schedule

Employee: DOE, JOHN

		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total
Work Time																	
<input checked="" type="checkbox"/>	01 - Regular Base Pay XXXXXXXX (webTA)																
Work Time Total																	
Leave Time																	
<input type="checkbox"/>																	
Leave Time Total																	
Daily Total																	

Action Remarks:

Characters Remaining: 255

Figure 89: Default Schedule Page - Accounting Added

8. Enter your scheduled work hours in the applicable daily fields.

Note: Select the + sign to add a new row for additional TCs and/or to add an additional accounting code to the same TC.

9. Select the **Save** button. A confirmation message is displayed. If **Pay From Schedule** is specified on the Timesheet details page, the default schedule populates to new timesheets.



Note: If a timesheet has already been created for the pay period, you must delete the timesheet and reopen it in order for the timesheet to be populated with the default schedule.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Timesheet Unvalidated Validated Certified Sent

Employee: DOE, JOHN
Pay Period: 19 - 2020 : Sep 13, 2020-Sep 26, 2020 * S Select Pay Period

Timesheet Type: Regular
Status: Unvalidated Hourly Timesheet

Transaction	Account	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19	Wk1	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Wk2	Total
Work Time																		
X 01 - Regular Base Pay XXXXXXXX(webTA)		8:00	8:00	8:00	8:00	8:00	8:00		40.00	8:00	8:00	8:00	8:00	8:00	8:00		40.00	80.00
Work Time Total		8:00	8:00	8:00	8:00	8:00	8:00		40.00	8:00	8:00	8:00	8:00	8:00	8:00		40.00	80.00
Leave Time																		
Leave Time Total																		
Daily Total		8:00	8:00	8:00	8:00	8:00	8:00		40.00	8:00	8:00	8:00	8:00	8:00	8:00		40.00	80.00
Dollar Transactions																		
Daily Total																		

Schedule	Totals	Remarks (0)	Leave Balances	Telework									
Su 09/13	M 09/14	T 09/15	W 09/16	Th 09/17	F 09/18	Sa 09/19	Su 09/20	M 09/21	T 09/22	W 09/23	Th 09/24	F 09/25	Sa 09/26
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	
	8:00	8:00	8:00	8:00	8:00			8:00	8:00	8:00	8:00	8:00	

Action Remarks:

Characters Remaining: 255

Save Validate Delete Timesheet Remove All Entries Cancel

Figure 90: Timesheet Page - Default Schedule

At this point, the following options are available:

Step	Description
Select the Validate button	Validates the timesheet
Select the Delete Timesheet button	Deletes the timesheet
Select the Remove All Entries button	Removes all timesheet entries
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Leave Donations

The Leave Transfer Program menu contains the Leave Donations option which allows employees to donate leave to an approved leave recipient in the Voluntary Leave Transfer Program (VLTP) and/or donate leave to the Voluntary Leave Bank Program (VLBP), whichever is applicable to the Agency. Employees are also able to donate leave to the Emergency Leave Transfer Program (ELTP).

Note: For information on becoming a VLTP recipient, employees should contact their Agency's Leave Transfer Program (LTP) Manager.

This section includes the following topics:

Donating Leave	109
Editing a Leave Donation	112
Deleting a Leave Donation Request	113

Donating Leave

The **Leave Donations** link is used to submit a leave donation.

To Donate Leave:

1. Select the **Leave Donations** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

The screenshot shows the 'LTP Donations' page within the webTA system. At the top, there is a navigation bar with the 'WEBTA' logo, a user role indicator 'Employee', and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar is a link for 'Employee Main Menu >'. The main heading of the page is 'LTP Donations'. Underneath this heading is a table with columns: 'LTP Account Name', 'Account Type', 'Leave Type', 'Amount', 'Pay Period', 'Status', and 'Delete'. The table currently displays 'No results'. Below the table, there are two buttons: 'Add Donation' and 'Cancel'.

Figure 91: LTP Donations Page



2. Select the **Add Donation** button. The Add LTP Donation page is displayed.

The screenshot shows the 'Add LTP Donation' page. At the top, there's a navigation bar with 'WEBTA™ Employee' and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the bar is a breadcrumb trail: 'Employee Main Menu > LTP Donations >'. The main heading is 'Add LTP Donation'. A note states: 'Items marked with an asterisk* are required.' The form contains several fields: '* LTP Account: None Selected' with a 'Search LTP Account' button; '* Position:' with a text input; '* Grade:' with a text input; '* Step:' with a text input; '* Leave Type: None Selected' with a 'Search Leave Type' button; '* Amount:' with a text input; and '* Pay Period:' with a dropdown menu showing '02 - 2021 : Jan 17, 2021 - Jan 30, 2021 *'. There is also a 'Remarks:' text area and a 'Status: Unsaved' indicator. At the bottom are 'Save' and 'Cancel' buttons.

Figure 92: Add LTP Donation Page

3. Select the **Search LTP Account** button. The LTP Account Selection page is displayed.

The screenshot shows the 'LTP Account Selection' page. It has the same top navigation bar as Figure 92. The breadcrumb trail is 'Employee Main Menu > LTP Donations > LTP Donation >'. The main heading is 'LTP Account Selection'. Below the heading is a search section with 'Name:' and 'Type:' labels, each followed by a text input. The 'Type' dropdown is set to 'All'. There are 'Search' and 'Clear' buttons. Below this is a table titled 'LTP Accounts'. The table has two columns: 'Name' and 'Type'. Each row contains a name, a type, and a 'Select' button. The table lists 11 records. At the bottom of the table, there is a pagination bar showing '1-11 of 11 Records', navigation arrows, and a 'View' dropdown set to '25', with options for '50' and '100'. A 'Cancel' button is located at the bottom left of the page.

Name	Type	
Doe, Alice	Voluntary Leave Transfer Program	Select
Doe, Carl	Voluntary Leave Transfer Program	Select
Doe, Jane	Voluntary Leave Transfer Program	Select
Doe, Mark	Voluntary Leave Transfer Program	Select
Doe, Mary	Voluntary Leave Transfer Program	Select
Doe, Olivia	Voluntary Leave Transfer Program	Select
Doe, Paul	Voluntary Leave Transfer Program	Select
Doe, Robert	Voluntary Leave Transfer Program	Select
Doe, Thomas	Voluntary Leave Transfer Program	Select
Doe, Tony	Leave Bank Program	Select
Doe, Zoe	Emergency Leave Transfer Program	Select

Figure 93: LTP Account Selection Page



4. Select the **Select** button of the LTP Account to which you are making your donation. The Add LTP Donation page is displayed with the selection displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Add LTP Donation

Items marked with an asterisk* are required.

* LTP Account: Doe, Alice **Search LTP Account**

* Position:

* Grade:

* Step:

* Leave Type: None Selected **Search Leave Type**

* Amount:

* Pay Period: 02 - 2021 : Jan 17, 2021 - Jan 30, 2021 *

Remarks:

Status: Unsaved

Save **Cancel**

OR

Complete the search filters and select the **Search** button if the account is not listed.

5. Complete the following fields:

Position (see "**Position Field Instruction (Required)**" on page 136)

Grade (see "**Grade Field Instruction (Required) - Leave Donation**" on page 133)

Step (see "**Step Field Instruction (Required) - Leave Donation**" on page 140)

Leave Type (see "**Leave Type Field Instruction - LTP Donation (Required)**" on page 134)

Amount (see "**Amount Field Instruction (Required)**" on page 129)

Pay Period (see "**Pay Period Field Instruction - LTP Donation (Required)**" on page 135)

Remarks (see "**Remarks Field Instruction**" on page 137)

6. Select the **Save** button to save the donation. The message *Donation has been saved and submitted for approval* is displayed.

At this point, the following options are available:

Step	Description
------	-------------



Step	Description
Select the Cancel button	Returns you to the LTP Donations page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Editing a Leave Donation

Leave Donations that have been submitted but not yet approved may be edited.

To Edit a Leave Donation:

1. Select the **Leave Donations** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

WEBTA™ Employee

Inbox [30] | Settings | Help | Log Out

Employee Main Menu >

LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
DOE, JANE	VLTP	Annual Leave	10.0	2018-12: 06/10/2018 - 06/23/2018	Submitted	<input type="checkbox"/>

1-1 of 1 Records

View 25 50 100

[Add Donation](#)

[Cancel](#)

Figure 94: LTP Donations Page - Editing



2. Select the applicable donation to be edited. The Edit LTP Donation page is displayed.

WEBTA™ Employee

Inbox [31] | Settings | Help | Log Out

Employee Main Menu > LTP Donations >

Edit LTP Donation

Items marked with an asterisk* are required.

* LTP Account: DOE, JANE [Search LTP Account](#)

* Position: PROG ANAL

* Grade: 12

* Step: 07

* Leave Type: Annual Leave [Search Leave Type](#)

* Amount: 10:00

* Pay Period: 12 - 2018 : Jun 10, 2018 - Jun 23, 2018 *

Account: [Search Account](#)

Donation Limit Waiver: ☐

Remarks:

Status: Submitted

Total Hours Needed: 198.00

* Restoration Preference: Restore to Current Leave Year

Unused Leave can be donated to another recipient after it is restored.

[Save](#) [Delete](#) [Cancel](#)

Figure 95: Edit LTP Donation Page

3. Make the applicable changes.
4. Select the **Save** button. The message *Donation has been saved and submitted for approval* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the LTP Donations page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Deleting a Leave Donation Request

Leave Donations that have been submitted but not yet approved may be deleted.



To Delete a Leave Donation Request:

1. Select the **Leave Donations** link from the Leave Transfer Program section on the Employee Main Menu page. The LTP Donations page is displayed.

WEBTA™ Employee | Inbox [30] | Settings | Help | Log Out

Employee Main Menu >

LTP Donations

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
DOE, JANE	VLT	Annual Leave	10.0	2018-12-06/2018-06-23	Submitted	X

1-1 of 1 Records

Add Donation

Cancel

Figure 96: LTP Donations Page - Deleting

2. Select the **Delete** button to delete the request.
3. Select the **OK** button on the popup *Are you sure you want to delete the leave donation?*. The message *Donation deleted* is displayed on the LTP Donations page.

WEBTA™ Employee | Inbox [27] | Settings | Help | Log Out

Employee Main Menu >

LTP Donations

Donation deleted

LTP Account Name	Account Type	Leave Type	Amount	Pay Period	Status	Delete
No results						

Add Donation

Cancel

Figure 97: LTP Donations Page - Deleted

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Continuation of Pay (COP)

Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is used to request COP for days that you are unable to work due to an on-the-job injury. This form must be completed and submitted to the human resources (HR) office. Once this form is submitted, the COP Administrator must add an event for the employee. Requests are displayed on the COP Events page after the COP Administrator adds the event.

Note: You must select the applicable TC 67, OWCP Injury Leave, to add the COP to your timesheet.

To View a COP Request:

1. Select the **COP Events** link from the Continuation of Pay (COP) section on the Employee Main Menu page. The COP Events page is displayed.

Employee	User ID	Injury Number	Date Of Injury	COP Status	Return to Work Date	COP Used to Date	Organization
DOE, JOHN	doej	201109	11/09/2020	Active	11/23/2020	0 Days	USDA

1-1 of 1 Records

View 25 50 100

Cancel

Figure 98: COP Events Page



2. Select the applicable event to view the request. The COP Event Details page is displayed. This is a read-only page.

WEBTA™ Employee Inbox [0] | Settings | Help | Log Out

Employee Main Menu > COP Events >

COP Event Details

Items marked with an asterisk* are required.

* Employee: DOE, JOHN - doej
Organization: USDA

Date of Injury: 11/09/2020
Injury Number: 201109

Return to Work Date: 11/23/2020
COP Not to Exceed Date: 11/23/2020
COP Used to Date: 0

Termination Date:
Termination Remark:

Activity Log

Action	Date	Name	Remarks
Saved	11/09/2020 06:46 AM PST	DOE, JANE	

Figure 99: COP Event Details Page

3. View the request.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Emergency Contacts

Employees may add multiple emergency contacts in webTA. The Emergency Contact Details page is used to add these contacts. Once contacts are added, the call order may be modified. Emergency contacts may also be edited or deleted.

This section includes the following topics:

Adding a New Emergency Contact	117
Editing an Emergency Contact.....	119
Moving a Contact on Your Emergency Contact List	122
Deleting an Emergency Contact.....	122

Adding a New Emergency Contact

The Emergency Contact Details page is used to add emergency contacts in webTA.

To Add an Emergency Contact:

1. Select the **My Contacts** link from the Emergency Contacts section on the Employee Main Menu page. The Emergency Contacts page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—

Add New Contact

Save Cancel

Figure 100: Emergency Contacts Page



2. Select the **Add New Contact** button. The Emergency Contact Details page is displayed.

The screenshot shows the 'Emergency Contact Details' page in the webTA system. At the top, there is a navigation bar with the 'WEBTA' logo, an 'Employee' tab, and links for 'Inbox [0]', 'Settings', 'Help', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads 'Employee Main Menu > Emergency Contacts >'. The main heading is 'Emergency Contact Details'. A note states: 'Items marked with an asterisk* are required.' The form includes the following fields: 'Call Order: 1', 'First Name:', 'Middle Name:', '* Last Name:', 'Relation:' (with a dropdown menu showing 'Company POC'), 'Specify Other Relation:', 'Email Address:', '* Phone 1:', 'Phone 2:', 'Phone 3:', 'Phone 4:', '* Phone Type:' (with a dropdown menu), 'Address 1:', 'Address 2:', 'City:', 'State:', 'Zip Code:', 'Country:', and 'Notes:'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 101: Emergency Contact Details Page

3. Complete the fields as follows:

First Name (see "**First Name Field Instruction**" on page 133)

Middle Name (see "**Middle Name Field Instruction**" on page 134)

Last Name (see "**Last Name Field Instruction (Required)**" on page 133)

Relation (see "**Relation Field Instruction**" on page 137)

Specify Other Relation (see "**Specify Other Relation Field Instruction**" on page 138)

Email Address (see "**Email Address Field Instruction**" on page 131)

Phone 1 (see "**Phone 1 Field Instruction (Required)**" on page 136)



Phone Type (see "**Phone Type Field Instruction (Required)**" on page 136)

Phone 2 (see "**Phone 2 Field Instruction**" on page 136)

Phone Type (see "**Phone Type Field Instruction**" on page 136)

Phone 3 (see "**Phone 3 Field Instruction**" on page 136)

Phone Type (see "**Phone Type Field Instruction**" on page 136)

Phone 4 (see "**Phone 4 Field Instruction**" on page 136)

Phone Type (see "**Phone Type Field Instruction**" on page 136)

Address 1 (see "**Address 1 Field Instruction**" on page 128)

Address 2 (see "**Address 2 Field Instruction**" on page 128)

City (see "**City Field Instruction**" on page 130)

State (see "**State Field Instruction**" on page 140)

Zip Code (see "**Zip Code Field Instruction**" on page 144)

Country (see "**Country Field Instruction**" on page 130)

Notes (see "**Notes Field Instruction**" on page 135)

4. Select the **Save** button. The message *Contact saved* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Emergency Contacts page displaying the new contact
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Editing an Emergency Contact

Employees may edit contact information at any time in webTA.



To Edit an Emergency Contact:

1. Select the **My Contacts** link from the Emergency Contacts section on the Employee Main Menu page. The Emergency Contacts page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—
1	DOE	JANE	Spouse	555-555-5555 (Cell)		06/11/2018 03:52 PM EDT	X


Add New Contact

Save Cancel

Figure 102: Emergency Contacts Page - Editing Contact



2. Select the applicable contact. The Emergency Contact Details page for that contact is displayed.


Employee
Inbox [0] | Settings | Help | Log Out

Employee Main Menu > Emergency Contacts >

Emergency Contact Details

Items marked with an asterisk* are required.

Call Order: 1

First Name:

Middle Name:

* Last Name:

Relation:

Specify Other Relation:

Email Address:

* Phone 1: * Phone Type:

Phone 2: Phone Type:

Phone 3: Phone Type:

Phone 4: Phone Type:

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Notes:

Figure 103: Emergency Contact Details Page - Editing Contact

3. Make the applicable changes.
4. Select the **Save** button. The message *Contact saved* is displayed.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the Emergency Contacts page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Moving a Contact on Your Emergency Contact List

If you have more than one contact on your emergency contact list, you may move the order in which the contacts are called.

To Move a Contact on Your Emergency Contact List:

1. Select the **My Contacts** link from the Emergency Contact section on the Employee Main Menu page. The Emergency Contacts page is displayed.

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—
1	DOE	JANE	Spouse	555-555-5555 (Cell)	000-000-0000 (Work)	06/11/2018 04:03 PM EDT	X
2	DOE	JOE	Brother	XXX-XX-XXXX (Cell)		06/12/2018 10:00 AM EDT	X

[Add New Contact](#)

[Save](#) [Cancel](#)

Figure 104: Emergency Contacts Page - Moving Contacts

2. Change the applicable number(s) in the Call Order box.
3. Select the **Save** button. Your emergency contacts are displayed in the new order.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA

Deleting an Emergency Contact

Employees are allowed to delete emergency contacts.



To Delete an Emergency Contact:

1. Select the **My Contacts** link from the Emergency Contact section on the Employee Main Menu page. The Emergency Contacts page is displayed.

WEBTA™ Employee

Inbox [0] | Settings | Help | Log Out

Employee Main Menu >

Emergency Contacts for DOE, JOHN

Call Order	Last Name	First Name	Relation	Phone 1	Phone 2	Last Updated	Delete
—	DOE	JOHN	Self			08/17/2016 12:00 PM EDT	—
1	DOE	JANE	Spouse	555-555-5555 (Cell)	000-000-0000 (Work)	06/11/2018 04:03 PM EDT	X
2	DOE	JOE	Brother	XXX-XX-XXXX (Cell)		06/12/2018 10:00 AM EDT	X

Add New Contact

Save Cancel

Figure 105: Emergency Contacts Page - Deleting a Contact

2. Select the **X** from the Delete column of the applicable contact to remove. The contact is removed from the page.

At this point, the following options are available:

Step	Description
Select the Cancel button	Returns you to the previous page
Select the Employee tab	Returns you to the Employee Main Menu page
Select Log Out	Logs you out of webTA



Field Descriptions and Instructions

This section contains the descriptions and instructions for the fields in webTA.

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Account Field Instruction

Account

Select the **Search Account** button and choose the applicable accounting code from the list.



Account Field Instruction (Required)

Account

Required field

Select the **Select** button and choose the applicable accounting code from the list.

Active Field Description

Active

Checked if the employee is an active employee.

Active Field Instruction

Active

Select this check box if the employee is an active employee. This box is checked by default.

Address 1 Field Instruction

Address 1

Enter the first line of the address of the contact being added.

Address 1 Field Instruction (Required)

Address 1

Required field

Enter the first line of the address.

Address 2 Field Instruction

Address 2

Enter the second line, if applicable, of the address for the contact being added.

Address 2 Field Instruction - Telework

Address 2

Enter the second line of the address, if applicable.

Agreement Expires Field Instruction

Agreement Expires



Enter the date that the telework agreements expires, if applicable.

OR

Select the date from the calendar icon.

Agreement Start (Required)

Agreement Start

Required field

Enter the telework start date.

OR

Select the telework start date from the calendar icon.

All Day Field Instruction

All Day

Check this box if the request is for the whole day.

Amount Field Instruction (Required)

Amount

Required field

Enter the applicable dollar amount. For a whole dollar amount (e.g., \$10.00) enter the whole number (**10**). For dollars and cents (e.g., \$10.50), use a decimal (**10.50**). The amount entered is per day for the dates added.

Amount Field Instruction - LTP Donation (Required)

Amount

Required field

Enter the amount of leave that you wish to donate.

Note: If you attempt to donate more hours than you have available for any given leave type, an error message will display.

Body Field Instruction (Required)

Body



Required field

Enter the body of the message.

Calendar Field Description

Calendar

Displays the applicable holiday calendar.

Calendar Type Field Description

Calendar Type

Displays the calendar type.

City Field Instruction

City

Enter the city of the address being added.

City Field Instruction (Required)

City

Required field

Enter the city of the address.

Country Field Instruction

Country

Enter the country of the address being added.

Daily Hours Field Instruction

Daily Hours

Enter the number of hours requested.

Note: The Total Hours field will automatically populate after the request is submitted.

Description Field Instruction - Schedule

Description



Enter a description for the schedule.

E Auth Internal ID Field Description

E Auth Internal ID

Displays the employee's eAuthentication Internal ID.

E-Mail Address Field Description

E-Mail Address

Displays the employee's email address.

Email Address Field Instruction

Email Address

Enter the email address of the contact being added.

Employee ID Field Description

Employee ID

Displays the employee's EmplID from EmpowHR.

End Date Field Instruction (Required)

End Date

Required field

Enter the ending date of the request. The date is in Month Day Year format.

OR

Select the ending date of the request from the calendar icon.

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

End Date Field Instruction - Requests (Required)

End Date

Required field

Enter the ending date in Month Day Year format.



OR

Select the ending date from the calendar icon.

End Date Field Instruction - Schedule Assignment

End Date

Enter the ending date in Month Day Year format.

OR

Select the end date from the calendar icon.

Note: The end date must coincide with the end date of a pay period. The End Date defaults to **Forever** once shifts are added. As a result of this, it is advised to always enter an end date. This will allow for future changes to a permanent schedule.

Essential Field Description

Essential

Displays a check mark if the employee is classified as an essential employee.

Family and Medical Leave Act Field Instruction

Family and Medical Leave Act

Select the checkbox to invoke your entitlement to Family and Medical Leave and select the applicable reason. The field defaults to **None**. If you are not requesting Family and Medical leave, leave **None** as the selection. Valid values are:

- None
- Birth/Adoption/Foster Care
- Family Military Leave
- Serious Health Condition of Self
- Serious Health Condition of Spouse, Child, or Parent

Note: This field must be completed when requesting Family and Medical leave. If you make a selection in this field when you are not requesting Family and Medical leave, an error message appears. Also, if you do not make a selection in this field when requesting Family and Medical leave, an error message appears.



First Name Field Description

First Name

Displays the employee's first name.

First Name Field Instruction

First Name

Enter the first name of the contact being added.

From Date Field Instruction

From Date

Enter the starting date of your search. The date is in Month Day Year format.

OR

Select the starting date of your search from the calendar icon.

From PP Field Instruction

From PP

Select the beginning pay period for the report from the drop-down list.

Grade Field Instruction (Required) - Leave Donation

Grade

Required field

Enter your grade.

Last Name Field Description

Last Name

Displays the employee's last name.

Last Name Field Instruction (Required)

Last Name

Required field

Enter the employee's last name.



Leave Type Field Instruction - LTP Donation (Required)

Leave Type

Required field

This field defaults to **Annual Leave**. Select the **Search Leave Type** button change the leave type being donated from **Annual Leave** to **Restored Annual Leave**.

Leave Type Field Instruction - Search

Leave Type

Select the leave type for the search.

Meal Time Field Instruction

Meal Time

Enter the meal time, if applicable.

Medical Accommodation Field Instruction

Medical Accommodation

Select this checkbox if telework is due to a medical issue or disability, or reasonable accommodation.

Middle Name Field Description

Middle Name

Displays the employee's middle name, if applicable.

Middle Name Field Instruction

Middle Name

Enter the middle name of the contact being added.

No Time Tracking Field Instruction

No Time Tracking

Select this check box if the employee does not use webTA to record time and attendance.



Notes Field Instruction

Notes

Enter any notes related to the contact being added.

Number of Miles Saved Per Day Field Instruction

Number of Miles Saved Per Day

Enter the number of miles saved per day that you telework.

Organization Field Description (Required)

Organization

Required field

Displays the employee's organizational information.

Override EmpowHR Supervisor Assignment Field Instruction

Override EmpowHR Supervisor Assignment

Select the check box if the employee's FMML-assigned supervisor information from the EmpowHR feed may be overridden.

Password Field Instruction

Password

Enter your eAuthentication password.

Password Field Instruction - webTA

Password

Enter your webTA password.

Pay Period Field Instruction - LTP Donation (Required)

Pay Period

Required field

Select the applicable pay period for the donation from the drop-down list.



Phone 1 Field Instruction (Required)

Phone 1

Required field

Enter the primary phone number of the contact being added.

Phone 2 Field Instruction

Phone 2

Enter a second phone number, if applicable, for the contact being added.

Phone 3 Field Instruction

Phone 3

Enter a third phone number, if applicable, for the contact being added.

Phone 4 Field Instruction

Phone 4

Enter a fourth phone number, if applicable, for the contact being added.

Phone Type Field Instruction

Phone Type

Select the applicable type of phone for the coordinating telephone number.

Phone Type Field Instruction (Required)

Phone Type

Required field

Select the applicable type of phone for the primary contact from the drop-down list.

POI Field Description

POI

Displays the employee's personnel office identifier (POI).

Position Field Instruction (Required)

Position



Required field

Enter your position.

Primary Telework Location Field Instruction

Primary Telework Location

Select the primary telework location from the list. This field defaults to **Home**.

Reason Field Instruction (Required)

Reason

Required field

Select the telework reason from the drop-down list.

Reason Notes Field Instruction

Reason Notes

Enter any applicable reason notes.

Relation Field Instruction

Relation

Select the relationship to the contact from the drop-down list.

Remarks Field Instruction

Remarks

Enter any applicable remarks.

Report Header Field Instruction

Report Header

Enter a header for the report, if desired.

Note: This will be displayed in addition to the report name.

Retain Data Type Field Description

Retain Data Type



Displays the information to be added to the timesheet each pay period. Valid values are:

- All — All information is copied from the previous pay period.
- None — No information is copied from the previous pay period. A blank timesheet will be available each pay period.
- Pay From Schedule — Information is copied from the default schedule.
- TC — TCs are copied from the previous pay period.
- Accounts — Accounting is copied from the previous pay period.
- Hours — Times are copied from the previous pay period.

Sick Leave Purpose Field Instruction

Sick Leave Purpose

If you are requesting sick leave, you must indicate the reason. Select the applicable reason for requesting sick leave. The field defaults to **None**. If you are not requesting sick leave, leave **None** as the selection. Valid values are:

- None
- Illness/injury/incapacitation of requesting employee
- Medical/dental/optical examination of requesting employee
- Care of family member, including medical/dental/optical examination of family member, or bereavement
- Care of family member with a serious health condition
- Other (Provide the reason in Remarks)

Note: This field must be used when requesting sick leave. If you do not make a selection in this field when requesting sick leave, an error message will appear.

Specify Other Relation Field Instruction

Specify Other Relation

Enter any applicable relationship information if you selected **Other** in the Relation field.

SSN Field Description

SSN

Displays the employee's masked SSN.



Start Date Field Instruction (Required)

Start Date

Required field

Enter the starting date of the request. The date is in Month Day Year format.

OR

Select the starting date of the request from the calendar icon.

Note: Do not submit a request for more than 1 pay period on the same request. If the request is for multiple pay periods, you must submit multiple requests.

Start Date Field Instruction - Requests (Required)

Start Date

Required field

Enter the starting date in Month Day Year format.

OR

Select the starting date from the calendar icon.

Start Page Field Instruction

Start Page

Displays the employee's highest role information. If the employee has more than one webTA role, verify that the highest role available is selected from the drop-down list.

Start Pay Period for Timesheet Field Description

Start Pay Period for Timesheet

Displays the date and pay period number.

Start Time Field Instruction (Required)

Start Time

Required field

Enter the start time of the request.



State Field Instruction

State

Enter the State of the address being added.

State Field Instruction (Required)

State

Required field

Select the State from the drop-down list.

Status Field Instruction

Status

Select the applicable request status for your search. Valid values are **All**, **Pending**, **Approved**, and **Denied**.

Step Field Instruction (Required) - Leave Donation

Step

Required field

Enter your step.

Stop Time Field Instruction

Stop Time

Enter the stop time of the request.

Subject Field Instruction (Required)

Subject

Required field

Enter the subject of the message.

Note: Select the **High Importance** link to indicate that the message is of high importance.

Submitter Remarks Field Instruction

Submitter Remarks



Enter any applicable remarks.

Supervisor Field Description

Supervisor

Displays the name and user ID of the employee's supervisor.

Supervisor Field Instruction

Supervisor

Enter the name of the supervisor for the request for which you are searching.

Telework Code Field Instruction (Required)

Telework Code

Required field

Select the applicable telework code from the drop-down list.

Telework Fax Field Instruction

Telework Fax

Enter your telework fax number, if applicable.

Telework Phone Field Instructions (Required)

Telework Phone

Required field

Enter a phone number for your telework location.

Telework Type Field Instruction (Required)

Telework Type

Required field

Select the telework type from the drop-down list. Valid values are **Regular/Routine**, **Situational/Ad Hoc**, and **Both Regular and Situational**.

Timekeeper Field Description

Timekeeper

Displays the name and user ID of the employee's timekeeper.



Timekeeper Field Instruction

Timekeeper

Enter the name of the timekeeper for the request for which you are searching.

Timesheet Entry Type Field Description

Timesheet Entry Type

Displays how entries are made on the timesheet. Valid values are **Hours** and **Time-in/Time-out**.

Timezone Field Instruction

Timezone

Select the employee's time zone from the drop-down list.

To Date Field Instruction

To Date

Enter the ending date of your search. The date is in Month Day Year format.

OR

Select the ending date of your search from the calendar icon.

To PP Field Instruction

To PP

Select the ending pay period for the report from the drop-down list.

Transaction Code Field Instruction (Required)

Transaction Code

Required field

Select the applicable transaction code from the drop-down list.

Transaction Field Instruction - Leave Request (Required)

Transaction



Required field

Select the applicable leave type for the request from the drop-down list. The leave types are grouped by category and are displayed with the TC and a description.

Transaction Field Instruction - Premium Pay Request (Required)

Transaction

Required field

Select the applicable premium pay type for the request from the drop-down list. The premium pay types are grouped by category and are displayed with the TC and a description.

Transaction Field Instruction - Search

Transaction

Select the applicable TC for your request search.

User ID Field Description

User ID

Displays the employee's user ID.

User ID Field Instruction

User ID

Enter your eAuthentication user ID.

User ID Field Instruction - webTA

User ID

Enter your webTA user ID.

webTA Advanced Scheduling Field Description

webTA Advanced Scheduling

Checked if the employee is able to create work schedules in advance.

webTA Continuation of Pay Field Description

webTA Continuation of Pay

Checked if the employee is able to request continuation of pay.



webTA Emergency Contacts Management Field Description

webTA Emergency Contacts Management

Checked if the employee is able to enter emergency contact information.

webTA Field Description

webTA

Checked if the employee has access to webTA.

webTA NFC Bi-Directional Interface Field Description

webTA NFC Bi-Directional Interface

Checked if the employee's information was loaded into webTA via NFC's bi-directional interface.

webTA Telework Field Description

webTA Telework

Checked if telework is available to the employee.

Weeks Field Instruction (Required)

Weeks

Required field

Select the number of weeks from the drop-down list.

Zip Code Field Instruction

Zip Code

Enter the ZIP code of the address being added.

Zip Field Instruction (Required)

Zip

Required field

Enter the ZIP code of the telework address.



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